

## HTAi Endorsement Application Form

### Section 1: Personal Details

Name of your organization:	
Address:	
Contact Person:	
Email:	
Phone:	
Member of HTAi: YES/NO	
Member of HTAi Interest Group: YES/NO (which?)	

### Section 2: Overview of Application

Please specify the type of activity for which you are requesting approval.

**1. Please provide a summary of the activity to be endorsed by HTAi**

**2. When will the activity be running, how and for how long? (date, duration, format/delivery method)**

**3. Why do you think HTAi should provide endorsement?**

### Section 3: Tutor/Presenter Information (please provide short CV)

Name:	
Affiliation:	
Field of Specialization:	
Experience in teaching:	
Reason why suitable for this activity:	
Conflict of Interests:	

## Section 4: Co-Tutors/Presenters

Name:	
Affiliation:	
Reason why suitable for this activity:	

## Section 5: Activity Details

**4. Please describe the objective of the activity (objectives, rationale, expected learning outcomes):**

***4.1 How do these learning outcomes relate to the required core capabilities of HTA professionals or capacity development in HTA?***

**5. Curriculum and course schedule/material (if applicable):**

- For webinars, workshops and courses, please submit the material in electronic form, if available;
- For courses or programs from accredited educational institutions, please provide a handbook or overview document and a sample of teaching materials (e.g., one week), along with details of the educational institution and its World Ranking

**6. Assessment: Does this activity assess the participants' knowledge and educational progress throughout? Please provide details how this is done.**

***6.1 Are the participants awarded a certificate of completion or more formal educational qualifications at completion of the activity? If so, please provide details.***

**6.2 In which language is the activity?**

## Section 6: Information Relevant for Participants/Readers

**7. Prerequisites to attend the activity/understand the materials (which skills do participants require to participate?)**

**8. For courses/programs: what is the time investment for participants to complete the course/program? (both in class and in study/preparation)**

***8.1 Are there any technical requirements to participate in the course/program?***

## Section 7: Evaluation of the activity

**9. How does the evaluation of the activity with regard to meeting its objectives will be performed (e.g., student evaluations, student outcomes)?**

## Section 8: Costs

**10. Which fees would participants need to pay?**

***10.1 Are there different fees for different stakeholders e.g., students, low-middle income countries, for-profit entities, not-for-profit/academic/government institutions***

## Section 9: Impact of the topic on the society/public debate

### **11. Is the activity likely to provoke controversy within the Society?**

*This is a subjective commentary, but please highlight any areas of potential disagreement or contention regarding the core content of your material being assessed.*

### **12. Does the activity have any ethical, legal, local, cultural or other external sensitivities?**

*This is a subjective commentary, but please consider any relevant sensitivities or issues that the Society should be aware of before accrediting your educational activity. Please keep in mind the ethos of the Society to be inclusive and neutral platform for all those involved in using and producing HTA.*