****

**Request for endorsement by the Pan-American Division**

**Academic activity proposed by a member of the Division (e.g. symposium, workshop)**

**Eligibility:** One of the chairs and at least one of the speakers should be a member of the Division

**Documentation:**

1. A brief (less than 250 words) description of the activity that should include
	1. the format (e.g. workshop, symposium, etc.) of the activity;
	2. details of the conference submitted to;
2. List of participating speakers with their affiliations;

**Timeline:** the documentation should reach the division at least 4 weeks before the planned event. The Division will respond within 10 workings days from receipt.

All submission and pre-submission queries should be addressed to panamericandivision@rcpsych.ac.uk