



Medical Laboratory Professionals' Association of Ontario
L'Association des professionnels des laboratoires médicaux de l'Ontario

MLPAO Collaborative Education Fund (CEF) Guidelines

The MLPAO Collaborative Education Fund (CEF) provides support and sponsorship for professional development initiatives that positively impact and enhance the skills and knowledge of medical laboratory professionals. Support from the CEF is available to organizations and groups by applying by email to mlpao@mlpao.org.

Guidelines

Education events such as seminars, conferences, and workshops which are held by health institutions or health-related organizations and groups are eligible for sponsorship. Events may be organized by nonlaboratory healthcare professions but must contain programming and content that will be of benefit to medical laboratory professionals.

The CEF is intended to provide supplementary support to education events in the spirit of collaborative partnership.

Sponsorship will be considered for the following items:

- presenter/speaker fees or honoraria
- publication/recording of proceedings
- delegate refreshments breaks
- other items that will contribute to the experience during the event

A total funding pool of \$4,000 (\$1,000 each quarter) will be made available annually by the MLPAO for events that are held in the province of Ontario. Every effort will be made to distribute the funding among the eight Districts of Ontario. The maximum funds available for each individual event will be \$500. Sponsorship cheques will be made payable to the applying organization or group. If expenses are paid by an individual, the MLPAO will require a detailed expense report for reimbursement.

The MLPAO must be acknowledged for its sponsorship. A description of how the MLPAO will be promoted during the event should be included in the application.

If possible and appropriate, a MLPAO representative will be invited to the event to represent the MLPAO (e.g. to distribute information or provide a short presentation).

Applications for funding must be received at least 60 days prior to the event.

See next page for Application Form



Medical Laboratory Professionals' Association of Ontario L'Association des professionnels des laboratoires médicaux de l'Ontario

MLPAO Collaborative Education Fund (CEF) Application Form

1. ORGANIZATION DATA

Contact:

<i>Surname</i>	<i>Given Name</i>	<i>Initial</i>
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Surname

Given Name

Initial

Organization name
requesting support

Address:

Number & Street *Apt/Unit*

Number & Street

Apt/Unit

City/Town *Province* *Postal Code*

City/Town

Province

Postal Code

Telephone:

Email:

2. EVENT INFORMATION FOR SPONSORSHIP

Name of Event , Date, Time , Location and Number of anticipated participants:



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Provide any relevant information about the event including agenda, speaker list and other sponsors, etc.:

Provide an explanation of what the sponsorship is being requested for:

Provide total amount requested and date the funds are required (Please include an itemized budget, if applicable):

Provide details on how the CEF funding and MLPAO support will be promoted:

Cheque payable to (If payable to an individual, please submit an expense report with receipts post the event for reimbursement):

Would you like a MLPAO representative to attend the event if available?

YES NO

Would you like MLPAO to provide promotional items if available?

YES NO

3. PLEASE EMAIL APPLICATION TO:
mlpao@mlpao.org

4. DEADLINE FOR SUBMISSION:
60 Days prior to the event.