



**Guest Assistance Programme (GAP)
Information for Applicants
ANZBA Conference – Auckland, New Zealand (11-14 October 2016)**

Thank you for applying for the Australian and New Zealand Burns Association (ANZBA) Guest Assistance Programme. We look forward to your participation in our conference and subsequent education programme should you be successful.

ANZBA Board members and Education Committee Chairman will assess your application and you will be notified of the outcome early in the proposed year of travel.

To apply you must be sponsored by, and be known to, an ANZBA member. You should submit your application, with the assistance of your sponsor, addressing the following points:

Essential Criteria

The applicant must:

1. demonstrate that you are currently working with burn survivors in your local environment, and intend to continue to do so on your return;
2. complete the application yourself and have grasp of written and spoken English at greater than secondary school level;
3. demonstrate that you are willing and in a position to educate others on your return;
4. satisfy criteria for travel into New Zealand (including all appropriate documentation and visas);
5. provide a police clearance if planning to visit paediatric services;
6. be prepared to travel around the ANZBA Annual Scientific Meeting timeframe (September/October each year);
7. **must be able to stay for the full length of time to include the Conference, on-site training (either before or after the conference) and attendance at the EMSB Course/s**
8. submit an abstract (oral or poster) for consideration for presentation at the ASM;
9. present an insight into your local burn service environment for the host burn service
10. provide a report of your experiences and possible applicability of knowledge and experience gained on return to your local burn environment.

Desirable Criteria

Priority will be given to applicants from close neighbours of Australia and New Zealand, namely:

- Pacific Islands / Nations;
- Papua New Guinea;
- East Timor; and
- South East Asia.

Due to the multidisciplinary nature of burn care, preference will be given to applicants who submit a combined application in association with a burns clinician from a different discipline within the same organization. (ie Medical, Nursing or Allied Health personnel) This is in order to

enable two visitors to travel together in order to gain the most from their experiences, and to support each other while travelling and on their return.

Application Details

- The ANZBA Office Bearers and Chairman of the Education Committee will vote to determine the successful applicant(s).
- One or two persons may apply per application.
- Application **MUST** be received in full by the ANZBA Secretariat not later than 30th April each year (before the mid-year Board meeting).

The Guest Assistance Programme funding is provided for two visitors only per year. Funding for the package is provided by ANZBA with supplemental donations from members (with association dues).

ANZBA reserves the right to hold over successful applications to succeeding years in order to:

- reduce travel costs (proximity of ASM);
- if there are multiple deserving recipients;
- to improve the quality of the visit through more extensive planning; or
- if the ASM host is unable to accommodate the visit for whatever reason.

ANZBA similarly reserves the right to rescind funding in light of incomplete or falsified information or inability to fulfill any of the essential criteria prior to booking flights.

It is also recognized that the conversion of currency for visitors may not be favourable in Australia and New Zealand.

Guest Assistance Programme Package

The GAP funding includes provision for:

- International economy return airfares for each applicant to the city where the ANZBA ASM is being held (arranged by the ANZBA Secretariat);
- Accommodation during the ASM and two weeks adjacent (organised by local ASM host);
- Maximum two week observational visit in the burn service hosting the ANZBA ASM;
- Daily spending money for food and travel to and from the conference or the burn service;
- Attendance at the ANZBA ASM (including early bird registration); and
- ANZBA Secretariat assistance with administration of the package.

The GAP funding does not provide for:

- Costs incurred in accessing travel documentation, a passport or visas or police clearances;
- Cost of excursions / social events not included in ASM registration;
- Spending money for presents / alcohol / items not listed above;
- Any extra holiday costs / internal flights or travel / accommodation costs for education purposes outside that listed in the GAP package;
- Interpreter services; and
- Medical/Travel Insurance (Compulsory for attendee – ANZBA **must** receive a copy of these documents four weeks before travelling to Australia. Failure to provide this may rescind the funding.)

Thank you for your application.

Regards

ANZBA President (On behalf of ANZBA Board)

PO Box 550, Albany Creek, Qld 4035

Ph: 61 7 3325 1030 / Fax: 61 7 3325 1042 / Email: info@anzba.org.au

Application for GAP Funding
Applications close on 30th April 2016

Applicant 1

Prefix / Title

First Name

Surname

Your Address:

Email Address

Street Address

State / Country

Workplace:

Burn Service / Current Employer

Burn Service Address

Profession and Position in Burn Service

Burns Care Experience: _____

I warrant that these details as supplied here are true and correct.

I guarantee that I will ensure appropriate medical and travel insurance is obtained and a copy will be sent through to the ANZBA office if my application is successful.

I guarantee that I will leave Australia upon completion of the Conference and the scheduled two week GAP training with the selected Burns Unit.

Applicant signature: _____

ANZBA Sponsor:

Name

Signature:

Please attach here:

- **Address Essential Criteria (max half page each).**
- **Explanatory notes / desirable criteria to support application.**

Application for GAP Funding
Applications close on 30th April 2016

Applicant 2

Prefix / Title

First Name

Surname

Your Address:

Email Address

Street Address

State / Country

Workplace:

Burn Service / Current Employer

Burn Service Address

Profession and Position in Burn Service

Burns Care Experience: _____

I warrant that these details as supplied here are true and correct.

I guarantee that I will ensure appropriate medical and travel insurance is obtained and a copy will be sent through to the ANZBA office if my application is successful.

I guarantee that I will leave Australia upon completion of the Conference and the scheduled two week GAP training with the selected Burns Unit.

Applicant signature: _____

ANZBA Sponsor:

Name

Signature:

Please attach here:

- **Address Essential Criteria (max half page each).**
- **Explanatory notes / desirable criteria to support application.**