**Academic Event Planning Proposal Form**

**(Academic Talks, Seminars, and Workshops)**

|  |  |
| --- | --- |
| Type of proposed event |  |
| Title of proposed event |  |

**Your Details**

|  |  |
| --- | --- |
| Contact name |  |
| Correspondence address |  |
| Email address |  |
| Contact phone number |  |
| Affiliation  University/Organisation/Institute |  |
| Organisation website address: |  |

**Objectives of the Event**

(Please list here your reasons for organising the event and your hopes for what will be achieved)

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| --- |
|  |

**Event Details**

|  |  |
| --- | --- |
| Date |  |
| Times (start & finish) |  |
| Venue |  |
| Language |  |
| Number of people you are expecting at your event |  |
| Equipment needed |  |
| Format & content  (including introductions of the speakers) |  |

**Please send your event proposal at least eight weeks before your planned event date by email to:**

[**internationalsamt@gmail.com**](mailto:internationalsamt@gmail.com)

**or**

**samt.int@ac.ir**