**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 |  |
| AffiliationUniversity/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)

|  |
| --- |
|  |

**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**

**or**

**samt.int@ac.ir**