

Request for a Scientific Meeting Proposal Form

The Scientific Meeting's Format

☒ Conference ☐ Seminar ☐ Workshop ☐ Training Course ☐ Meeting ☐ Forum ☐ Lecture ☐ Other	
.....	
Meeting Object:	
Meeting Address:	
Venue:	☐ Remotely ☐ Presence: It will be held on
Encounter Level:	☐ Local ☐ Regional ☐ International
Coach/presenter Name:	
Organizers:	
Meeting Language:	
Suggested Date:	
Is there Prior Approval?	☐ No ☐ Yes Letter number: Date: // 14 A.H. Coming from

Description of the Proposed Scientific Meeting:

1) The importance of the meeting:	
2) Objectives of the Meeting:	
- - -	
Themes and Topics of the Meeting:	
- - -	
Estimated Budget for the Meeting:	
Written::	
1) Will other parties participate in bearing the expenses of this meeting (if any): ☐ No ☐ Yes (1 2) Entity name(s):	
Percentage covered by the universityof the expenditures of this conference.	

Medium of advertisement: The official university social media platforms University website e-mail Others		
Authorization:		
Name:	Signature:	Date: / / 14 AH
Concerned Vice Rector:		
Name:	Signature:	Date: / / 14 AH

Procedures that must be Followed while Organizing an Event

1. The names of three candidates are proposed for the meeting and are entered on the form, provided that the candidates are not confirmed until final approval to organize the event is acquired.
2. Following approval from the relevant vice chancellor, the form is given to the university's media unit in order to complete the announcement processes at least five days before the event date.