

Please complete the following information regarding the proposed event. *This form must be submitted at least 18 months in advance of the proposed event dates.* For general guidelines used in reviewing and processing of an event request form, please visit [SEG Online Guidelines for Requesting Event Support](#).

*This signature indicates that you have read and agreed to the guidelines.*

Please return this form to [meetings@seg.org](mailto:meetings@seg.org) or contact us with any questions.

Date form submitted:

Proposed dates of event (including year):

Proposed title of the event:

Event objective:

Proposed event location (City, State/ Province, Country):

Committee/group proposing this meeting:

Name of event volunteer organizer:

Email of event volunteer organizer:

SEG staff person to notify of this request:

|                            |                |               |          |       |
|----------------------------|----------------|---------------|----------|-------|
| Frequency of this meeting: | One-time event | Annual        | Biennial |       |
| Expected audience:         | Domestic       | International | Regional | Other |

Total anticipated attendance:

|  |     |    |
|--|-----|----|
| Do you plan to work with a local section/associated society? | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| Would professional organizations other than SEG participate? | Yes | No |
|--|-----|----|

Name of organization(s):

How would the other organizations participate (co-sponsor, organize, members on the committee, publicity)?

Would SEG operate this event?      Yes      No\*

If SEG will not operate this event, what is SEG's financial involvement in this event?

Do the event organizers anticipate a SEG board member to attend? If so, what role is anticipated for the SEG board member?  
(Include a schedule of proposed activities)

Do you wish to have other SEG programs included in your event? If so, which ones?  
(see examples in [SEG Online Guidelines](#) for Requesting Event Support)

### Level of Support

Level of support requested:      Promoted  
   Partnered  
   Operated

[Visit the SEG website for event support guidelines](#)

Is there an MOU/MOA regarding revenue-sharing for this meeting? Please provide further details.

Will this event also include an exposition component?

Technical topics to be covered at this event:

Anticipated number of technical sessions per day?

Number of session rooms?

Anticipated number of papers?

Would this event generate expanded abstracts for SEG to publish outside of the event? Yes No

If yes, would organizers collect copyright transfers? Yes No

What is the most significant contribution of this event to SEG and how does this differ from similar events?

Has SEG supported this event previously? If so, when and at what level?

### For Partnered and SEG-Operated Event Requests: Meeting/Exhibition Details

Proposed event facility:

Proposed exhibit facility (if applicable):

Number of exhibit booths expected:

Has a preliminary budget been prepared for this event? Yes No

What is the anticipated net revenue of this event?

What is SEG's percentage of financial participation in this event?

Proposed facility:1.

2.

### The Meetings Review and Planning Committee

The Meetings Review and Planning Committee reviews event requests monthly. The requests are submitted to the committee on the first business day of each month. Once the requests have been reviewed, the committee's decisions are relayed to the SEG business office by the 21st of the month. The SEG business office will notify the volunteer organizer and the staff liaison of the committee's decision within two (2) business days of obtaining the committee's decision. If a partnered or operated event is requested, and the request is approved by the committee, it will be placed on the agenda for approval by the board at the next Board of Director's meeting. The Board of Directors meet quarterly. A notification of approval will be sent to the event volunteer organizer and the SEG staff representative via email.

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### Administrative Use Only

#### Meetings Review Planning Committee

Approved

Declined

Date:

Signature of Chair

#### Board Approval

Approved

Declined

Date:

Signature of BOD Representative