

Educational Seminar Proposal Form

Seminar Title: _____

Organized by (Institution/Department): _____

Primary Contact Person: _____

Date Submitted: _____

1. Seminar Purpose and Goals

- Educational Goals for Participants:

- Anticipated Skills or Knowledge Gained:

2. Detailed Agenda (Outline the schedule if possible)

Time	Activity/Session	Speaker/Facilitator	Objective

3. Venue and Setup Requirements

- Preferred Venue: _____

- Equipment Needed (check all that apply):

Projector

Microphones

Whiteboard

Computers

Other (specify): _____

4. Evaluation Method

- **Describe How the Seminar's Success Will Be Evaluated:**

Organizer's Signature: _____ **Date:** _____

Principal/Director Approval (if required): _____

Date: _____