**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: \_\_\_\_\_\_\_\_\_\_\_\_\_**