**Conference/Symposium/Workshop/Forum**

**Application Form**

**College of Engineering**

This form has to be completed by departments, who plan to hold a conference/symposium/workshop/forum in the premises of Qatar University or outside.

The following criteria must be met in order to approve the execution of this event:

1. Application must be completed at least 6 months prior to the event’s date. For a conference application, the form must be completed at least 1 year earlier.
2. A conference must be popular enough to attract at least 100 participants from inside and outside Qatar. A symposium/workshop/forum must have at least 50 participants.
3. The event must have outside sponsors contributing financial or logistical support. Letters of commitment must be attached indicating the sponsor’s level of support.

|  |  |
| --- | --- |
| **Department Name**  |  |
| **Event Type** | **Conference **  **Symposium  Workshop  Forum ** |
| **Event Title** |  |
| **Proposed Starting Date** |  | **Proposed Closing Date**  |  |
| **Proposed Location** |  |
| **Targeted Audience**  |  |
| **Expected Number of Participants**  |  |
| **Purpose of the Event \*** |  |
| **Event Scientific Focus and Significance**  |  |
| **Proposed List of Invited Speakers**  |  |
| **Plan for Dissemination of Event Outcomes** |  |
| **Details of any Sponsorship**  |  |
| **Total Requested Budget from Qatar University** |  |
| **Justification of the Requested Budget \*\*** |  |
| **Chairman of the Organizing Committee** | **Name** |  | **Title**  |  |
| **Email** |  | **Telephone** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of the Chairman of the Organizing Committee**  |  | **Date**  |  |
| **Signature of the Department Head** |  | **Date** |  |
| **Signature of the Dean**  |  | **Date**  |  |

\* Please attach to the application a tentative event program.

\*\* Please attach to the application a tentative plan of the requested budget.