**Faculty Web Calendar – Event Submission Form**

Please use the following form to submit seminar announcements, conference and atc, for posting on the faculty website.
Announcements should be submitted to **Stephanie Shneor** at least one week in advance, (ideally more).

Fields that are not relevant to your announcement may be left blank or erased.

If additional fields or other changes are required to this form, please let us know.

**Stephanie Shneor and Debbie Yablonski**

**Name of Seminar Series** (please choose from the following)

* Departmental Seminars

[ ]  Biomedical Core Facility Seminars

[ ]  Biochemistry Seminars

[ ]  Cancer Biology

[ ] Clinical Research Seminars

[ ]  Developmental Club

[ ]  Immunology Club

[ ]  Molecular Regulation Club

[ ]  Neuroscience Seminar

[ ]  QBio Seminars

[ ]  TICC

* Faculty-only Restricted events

[ ]  Moetzet Faculta

[ ]  Preclinical Forum

* Faculty-wide seminars

[ ]  Conferences and Symposia

[ ]  Faculty Search Committee

[ ]  Rappaport Seminar

[ ]  Special Events

[ ]  Special Guest Seminars

* Graduate School Seminars

[ ]  Advancing Women in Science

[ ]  Graduate Thesis Seminars

**Title of talk:**

**Name of Speaker:**

**Affiliation of Speaker:**

**Speaker’s Mentor** (if the speaker is a graduate student)**:**

**Date**

**Time and duration:**

**Location:**

**Approval for Video Conference System:** Can this talk be broadcast to other Technion campuses by video conference? Yes/No(if yes, please attach confirmation from speaker)

**Optional Information:**

**Speaker’s website:**

**Picture of speaker or other image:**

**Is registration required ?:** Yes/No

(if yes please provide details or link to the registration website)

**Is attendance restricted**? No/ Yes, restricted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Are you arranging meetings with the speaker?** Yes/No

(if yes, who is the contact person for arranging a meeting?)

**Short Blurb or abstract about the speaker or the subject matter:**

**Are there any additional files that should be attached to the announcement?**

(Please forward all relevant files to Dafna)

* PDF of announcement poster
* PDF of relevant journal article
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_