**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_