

## Eastern University

### Proposal for Seminar, Workshops, Conferences or other events

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Faculty/Department:

Name/Title of the Event:

Teacher/Person responsible for the Event:

Background:

Objective(s):

Expected Outcome(s):

Resource Person(s):

Venue:

Location:

Date:

Time:

Duration:

Number of Participants:(Please attach list, if possible)

Students :

Teachers :

Officials :

Support Staff :

Guests :

Total :

Budget: (Please use the attached form)