

Please complete the following information regarding the proposed event. This form should be submitted at least 12 months in advance of the proposed Partnered and/or Operated event dates. A minimum of six months is requested for Promoted events. For general guidelines used in reviewing and processing of an event request form, please visit [SEG Online Guidelines for Requesting Event Support](#). Event requests must be approved by the Meetings Review and Planning Committee (MRPC).

Partnered or Operated  
Promoted, Partnered and Operated

### Level of Support

Level of support requested:      Promoted                  Partnered                  Operated

By requesting support I agree to send requested post-event information within 60 days of event conclusion.      Yes      No

Email completed form to [meetings@seg.org](mailto:meetings@seg.org) or contact us with questions.  
If requesting *Promotion Only* support, please fill out **Section A only**. If requesting *Partnered or Operated* support, please fill out **Section A & B**.

### Section A — General Information

Date submitted:	Proposed date(s) of event (include month, year and days, if known):
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Type of event: In-Person    Hybrid    Virtual	Does this event take place in the next 6 months and require expedited approval? (One-day virtual events excluded)    Yes    No
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Proposed title of event:	Event objective:
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Proposed event location (City, State/Province, Country):	Committee/group proposing or sponsoring this event:
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Name of event volunteer chairman/organizer:	Email of event volunteer chairman/organizer:
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SEG Staff person to notify of this request:	Frequency of this event: One-time event    Annual    Biennial    Other: _____
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Expected attendance of audience: (Check all that apply) Domestic    International    Regional    Other	Anticipated attendance:
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Do you plan to work with a local section or associated society? Yes    No	Name of local section or associated society:
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Will other professional organizations participate?    Yes    No	Name of organization(s):
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How would they participate? (co-organize, members on the committee, market event)

Technical topics to be covered:

Why would you like SEG to promote your event?

Has SEG supported this event/topic previously?    Yes    No	If yes, when and at what level:
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What are the benefits of this event for SEG Members?

Please provide any background information on this event that would help our committees with this request (number of years this event has taken place, supporting organizations, student-run event, etc.):

### Post-Event Information

Post-event information required for Promoted events: planned vs. actual attendance, location/venue, number of speakers, and number of sessions. Please return your completed form to [meetings@seg.org](mailto:meetings@seg.org) within 60 days of the conclusion of your event. The form is available on the [SEG website](#).

### Section B — Budget

Would SEG operate this event?    Yes    No	Has a preliminary budget been prepared for this event?    Yes    No
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SEG requires event budgets to include all direct and indirect costs, including G&A. Anticipated profit from SEG operated events should be 20%. The budget must be approved by the supervisor of the region.

Partnered or Operated

What is the most significant contribution of this event to SEG and how does it differ from similar events?	
Do you wish to have other SEG programs included in your events? Yes    No	If so, which ones?
Is there a signed MOU/MOA regarding revenue-sharing for this event?    Yes    No	
Please provide further details:	
Will this event also include an exhibition/exposition component? Yes    No	Number of exhibit booths expected:
Number of days containing technical sessions:	Number of technical sessions expected per day:
Anticipated number of talks per day:	Would this event generate expanded abstracts for SEG to publish outside of the event?    Yes    No
If yes, will organizers collect copyright transfers? Yes    No	Proposed event & exhibit facility (hotel, convention center, office, etc.):
<b>Post-Event Information</b>	
Post-event information required for Partnered and Operated events: planned vs. actual attendance, location/venue of event, number of speakers, number of sessions, planned vs. actual revenue, planned vs. actual expenses, planned vs. actual income/profit. Please return your completed form to <a href="mailto:meetings@seg.org">meetings@seg.org</a> within 60 days of the conclusion of your event. The form is available on the <a href="#">SEG website</a> .	
<b>The Meetings Review and Planning Committee Process</b>	
<p>The Meetings Review and Planning Committee (MRPC) reviews requests monthly. The process:</p> <ul style="list-style-type: none"> <li>• Event requests submitted by the first business day of each month will be reviewed that month. If an event is submitted after the first business day of the month, it will be reviewed the following month (example: request is submitted 15 April, the request will be reviewed in May).</li> <li>• The SEG Business Office will contact the submitter and the staff liaison of the committee's decision by the last business day of that month.</li> </ul>	