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| **REPUBLIC OF TÜRKİYE****GEBZE TECHNICAL UNIVERSITY****Directorate of Health, Culture and Sports****Event Form for Student Societies (Internal Events)** |
| APPLYING STUDENT SOCIETY: |  | DATE APPLIED: | NUMBER OF STUDENTSTO ATTEND THE EVENT : |
| EVENT TYPE | ( ) Conference | ( ) Panel | ( ) Talk | ( ) Social Responsibility |
| ( ) Meeting | ( ) Sports Event | ( ) Cultural Event | ( ) Stand |
| Description:……………………………………………………………………………………………………. |
| DETAILS OF THE INVITEES | FULL NAME: | TITLE/INSTITUTION: | CONTACT: |
| DETAILS OF THE COMPANY THAT WILL OPEN A STAND FOR THE EVENT | COMPANY NAME: | COMPANY OFFICIAL: | CONTACT: |
| EVENT DATE/TIME | Start: | End: | Total Number of Days: |
| EVENT VENUE |  |  EVENT VENUE OFFICIAL’S APPROVALFull Name: Signature:  |
| MATERIALS REQUESTED FOR THE EVENT | Tables ( ) Chairs ( ) Stationary and Printing Services ( )Other (please specify):…………………………………………………………………………………………………………………. |
| Student Society PresidentFull Name:Signature: | Student Society Academic AdvisorFull Name:Signature:Directorate of Health, Culture and Sports Student Societies Committee  Full Name: Signature: |
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**PLEASE NOTE:**

\*All events to be held need to be notified **15 days prior to the event date** under the Student Society Establishment and Operation Directive **(YÖ-0024)**.

\*\* Under the Student Society Establishment and Operation Directive **(YÖ-0024)**, the Satisfaction Survey **(FR-0007)** and the Participant Form **(FR-0452)** for the events held need to be submitted to the Committee **within 5 (five) business days**. The society’s event whose Satisfaction Survey and Participant Form have not been submitted following the event will be deemed invalid.