|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 STUDENTS  TO 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 APPROVAL  Full Name:  Signature: | | | | | |
| MATERIALS REQUESTED FOR THE EVENT | | | Tables ( ) Chairs ( ) Stationary and Printing Services ( )  Other (please specify):…………………………………………………………………………………………………………………. | | | | | | | | |
| Student Society President  Full Name:  Signature: | | | | | Student Society Academic Advisor  Full Name:  Signature:  Directorate of Health, Culture and Sports Student Societies Committee    Full Name:  Signature: | | | | | | |
|  |  |  | |  | |  |  |  |  |  | |

**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.