



International Education Week November 16-20, 2009 PROGRAM PROPOSAL FORM

PROPOSAL DEADLINE: SEPTEMBER 30, 2009

Name:	Phone:		
Department/Organization:	Email:		
Please check one of the following as it pertains to you:			
Student	Faculty	Staff	Other:

Requested Date & Time during IEW (Please note that requested dates and times are not guaranteed for events)
Event Date: (Date must be during November 16-21, 2009)
Event Time: from: to:
Room specifications:
<i>*OCSE will assist presenters with room reservations and securing AV equipment if necessary.</i>
Any details you would want to emphasize about presenter(s)/performer(s):

Program or Event title:
Presenter(s)/Performer(s):
Describe your proposed activity/event in 50 words or less, as you would like it to appear on our website.
<i>*Events not clearly connected to International Education will not be included in this year's program.</i>

PLEASE NOTE: Presenters should be prepared to publicize their event(s) to students in their classes and to faculty in relevant departments in order to ensure attendance.

Please return this form to:

Kendra Nelson (knelson1@skidmore.edu)
Off-Campus Study & Exchanges, Starbuck Center 202
Phone: 580-5355, Fax: 580-5939

DEADLINE: Wednesday, October 7, 2009