



**SAN FRANCISCO
STATE UNIVERSITY**

INTERNATIONAL EDUCATION WEEK

November 16 - 20, 2009

PROGRAM PROPOSAL FORM

Name: _____	Phone: _____	E-Mail: _____
Department/Organization: _____		
Event Title: _____		
Presenter(s)/Performer(s): _____		

1. Describe your proposed activity/event in **50 words or less**, as you would like it to appear on our web-site.

PLEASE NOTE: Events not clearly connected to International Education will not be included in this year's program.

2. Event Date: _____ Event Time: from: _____ to: _____

3. Location of Event: _____

PLEASE NOTE: Presenters are responsible for providing their own AV equipment. If you need assistance finding a suitable location, please note this above in "3. Location of Event"

4. Any details you would want to emphasize about presenter(s)/performer(s):

PLEASE NOTE: Presenters should be prepared to publicize their event(s) to students in their classes, to other faculty of the department, and their colleagues in order to ensure attendance.

Please return this form preferably via e-mail to:

Marilyn Jackson (mjackson@sfsu.edu)

Phone: 338-3317, Fax: 338-6234

DEADLINE: Friday, October 2, 2009

Submissions will be accepted after this date, but may not appear in the printed program.