



# Scientific Meeting

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To the Department of .....

I would like to kindly request the required actions taken for the short-term domestic/abroad assignment as detailed below.

### About the Scientific Meeting/Conference/Study:

Title/Aim:.....  
.....  
.....

Location (Country or City): .....

Date : .....

Presentation :  Yes  No

Proposed Assignment Duration: ...../...../..... - ...../...../.....

### Requested Support (Please mark the relevant option):

- Support is not requested.
- University Budget (.....TL)
- Project budget no\* ..... (.....TL)
- Plane       Train       Bus    Other.....
- International Conference Fee:.....
- National Conference Fee .....
- Assignments fulfilled/requested during the academic year (Location, Source and Quantity)
- 1.....
- 2.....
- 3.....

### Notes:

- I have no classes during the mentioned dates.
- Classes I'm responsible of during the mentioned dates (.....)
  - a) During dates ..... I will be covering make-up classes.
  - b) Make-up classes will be made by ..... (name of instructor).

Title, Name/Surname: ..... Signature:.....

**Attachments:** Presentation Abstract, Presentation Confirmation Document, Invitation letter/conference poster showing start/end dates of Congress/Conference/Meeting \*Confirmation by Project Administrator