**Proposal for**

**TPM AI Lab Supported Event**

This form is for submitting proposals for an TPM AI Lab supported event. The Lab supports events in terms of: publicity, event design and funding. Our aim is to complete the process within 2 weeks of the submission day. We advise you to submit applications min. 2–3 weeks before you announce your event.

What do we mean by events?

* A (series of) gathering(s) around the topic of AI that is organized by at least one member of TPM.
* The TPM organizer needs to be a PhD, Postdoc, Professor or Lecturer of any seniority, or member of staff.
* The event may be research or education oriented.
* Participants, speakers or audience may include people from within and outside of TU Delft.
* The content and format of the event is in line with the TU Delft Code of Conduct (CoC)[[1]](#footnote-1) and, in the future, the TPM AI Lab’s own CoC.

What support you can expect from the TPM AI Lab:

* Publicity for the event on the TPM AI Lab website and through its communication channels.
* Support on the format and execution of the event, including feedback and requests for adjustments.
* Funding for the execution of the event (e.g., materials, travel, technology, room, catering), given that the proposed event is not already funded by other research or project funds.

How does it work?

* Using this template, you, the organizer(s) make a first proposal.
* The Events Facilitator does the intake (currently, Seda Gürses):
	+ Answers any questions regarding the proposal and process.
	+ Ensures that all necessary details are completed before the proposal is submitted.
* The facilitator reports the proposal and a recommendation for the event to the TPM AI Lab MT.
* The MT discusses the proposal and, if funds are requested, the amount of funds that will be granted.
* The decision, or any further requests for information or changes, is communicated to the organizers within 2 weeks.
* Once a proposal is accepted, the TPM AI Lab will take the necessary steps (i.e., publicity, design, funding) as speedily as possible.

In case of an accepted proposal, the TPM AI Lab asks the organizer(s):

* To mention the support of the Lab and provide a short description of the Lab at an appropriate time during the event.
* To put the logo of the TPM AI Lab on appropriate materials (e.g., website, announcements, brochures)
* To be transparent about the reception of funds for the event.
* If the proposal is for a closed event, we may request access to TPM participation, e.g., seats to be reserved for members of TPM, or explore whether one of the invited speakers could do a more public intervention at TPM.

Organizer(s):

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| --- | --- | --- | --- |
| Name: |  | Email: |  |
| Name: |  | Email: |  |
| Name: |  | Email |  |

|  |  |
| --- | --- |
| Working Title: |  |
| Date(s): |  |

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| Description: (Please include objective(s) of the event and how it aligns with the goals of TPM AI Lab) (500 words max) |
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| Intended Audience (e.g., who is this for, open or closed event, number of participants) |
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| Invited Speakers (if any). Please include name, institution, one sentence bio. |
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| Planned Activities (e.g., lecture, panel, interactive sessions, games etc.) |
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| Approximate Budget (Please include potential costs, funds requested, other funding for the event)  |
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| Other relevant information or questions. |
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By when do you need to know whether we can support your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of Submission

1. TU Delft Code of Conduct https://www.tudelft.nl/en/about-tu-delft/strategy/integrity-policy/tu-delft-code-of-conduct [↑](#footnote-ref-1)