**Research Chair Meeting Contract Form**

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| Type of Meeting |
|  | conference |  | Forum |  | seminar |  | workshop |
|  | meeting |  | Lucturer |  | Trainging Course |  | other |
| Topic**:** |  |
| **location :** |  |
| **date:** |  :from / / to: / /  |
| **time** | from: to: |
| **Name of research chaire :** |  |
| **Languaage :** |  |

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| **Meeting description** |
| **1 –Objectives:** |  |
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| **2 – Meeting topics and themes:**  |  |
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| **3 – Meeting Programme:** |  |
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| Lecturers |
| **م** | **Name**  | **Nationality**  | **Academic Title** | **Affiliation** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

Please note that each lecturer should attach a CV and a “Visiting Professor Research Chair Application Form”.

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| **Trainees**  |
| **#** | **name** | **job** | **Affiliation** | **#** | **name** | **job** | **Affiliation** |
| **1** |  |  |  | 10 |  |  |  |
| **2** |  |  |  | 11 |  |  |  |
| **3** |  |  |  | 12 |  |  |  |
| **4** |  |  |  | 13 |  |  |  |
| **5** |  |  |  | 14 |  |  |  |
| **6** |  |  |  | 15 |  |  |  |
| **7** |  |  |  | 16 |  |  |  |
| **8** |  |  |  | 17 |  |  |  |
| **9** |  |  |  | 18 |  |  |  |

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| **Additional Information :** |  |
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| **Contact information Research Chair** |
| **Postal address:** |  | **Chair website address:** |  |
| **Email address if any:** |  |
| **Phone number :** | **Fax :** |

**Professor of the Chair**

Prof./ Dr. ............................................................

Signature: ....................................................

Date: ...................................................

**Endorsement:**

 § Disapproved: The request is returned to the Chair Professor for the following reasons:

 · ...................................................................................

 · ...................................................................................

§ Approved: The request to hold the meeting is approved and forwarded to the Public Relations department for further processing.

**To Her Excellency, the Director General of Public Relations,** May God protect her,

I hope that the necessary actions will be taken to finalize the procedures for the meeting in accordance with the above data and that the General Secretariat will be informed of the outcome.

**Secretary General of the Research Chairs Council**