

Print or type. Complete this form and submit it to the Seminar Coordinator by hand and/or as an attachment by email to [CSIT-Seminars@cunet.carleton.ca](mailto:CSIT-Seminars@cunet.carleton.ca) (email subject: "External Event Form").

<b>Part I Student Details [Completed by the student]</b>	
1 Student Name	
2 Student Number	3 Program
<b>Part II Event Information [Completed by the student]</b>	
4 Event Name	
5 Date	6 Time
<b>Part III Attendance Confirmation [Completed by event organizer]</b> <i>The event organizer confirms satisfactory attendance of the above student.</i>	
7 Organizer Name	
8 Title	9 Signature
<b>Part IV Reflection [Completed by the student]</b>	
10 Provide a 150- to 300-word reflection on the talk, summarizing its main points and your takeaways (i.e., how you or your work may benefit from them).	

**Part IV**

**Reflection [Completed by the student]**

*Continued from page 1. Used this if you need more space; remove this page if not.*