**Registro de eventos académicos**

**(Congresos, simposios, foros, diplomados, talleres, cursos, ponencias, mesas de trabajo)**

**Nombre del evento/actividad:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Fecha del evento/actividad:** xxx de xxxxxx de 2023. **Horario:** 00:00 a 00:00

**Sede:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Descripción general:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Propósito/objetivo:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Líneas prioritarias del Proyecto Académico 2022-2026:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Modalidad: Presencial/ a distancia (virtual)/mixto:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**En modalidad a distancia especificar la plataforma/ herramientas que se utilizó (Zoom, Meet, etc);** **agregar al link del evento:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Espacio requerido para desarrollar la actividad:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Aula** |  |  | **Laboratorio de cómputo** |  |  | **Otro:** |  |

**Dirigido a:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estudiantes** |  |  |  | **Docentes** |  |  | **Administrativos** |  |  | **Público en general** |  |

**Equipo multimedia requerido:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Computadora** |  |  | **Video proyector** |  |  | **Adaptador HDMI** |  |  | **Cámara web** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ext. eléctrica** |  |  | **Bocina** |  |  | **Bafle (Bocina)** |  |  | **Micrófono** |  |

**Mobiliario requerido para desarrollar la actividad:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mantel Azul**  *Especificar cantidad* |  |  |  | **Mantel Azul con Escudo**  *Especificar cantidad* |  |  | **Mantel verde:**  *Especificar cantidad* | | |  |
|  |  |  |  |  |  |  |  | |  | |
| **Sillas**  *Especificar cantidad* |  |  |  | **Mesas**  *Especificar cantidad* |  |  | **Otro:** |  | | |

**Cronograma**

|  |  |
| --- | --- |
| **Horario** | **Actividad** |
| 08:00 a.m.- 08:45 a.m. | **Inscripciones**  Responsable:  xxxxxxxxx |
| 09:00 a.m.-10:00 a.m. | **Acto inaugural**  **y**  **Palabras de bienvenida**  Responsable:  xxxxxxxxxxxxx |
| 10:00 a.m.-11:00 a.m. | **Nombre de: Conferencia, platica, taller, charla, etc.**  “Ponente:  xxxxxxxxxxxxxxx |
| 11:00 a.m.-12:00 hrs. | **Nombre de: Conferencia, platica, taller, charla, etc.**  “Ponente:  xxxxxxxxxxxxxxx |

**Comité Organizador**

|  |  |
| --- | --- |
| **Nombre** | **Actividad asignada** |
| xxxxxxxxxxxxxxx | Xxxxxxxxxxxxxxx |
| Xxxxxxxxxxxxxxx | Xxxxxxxxxxxxxxx |
| xxxxxxxxxxxxxxx | Xxxxxxxxxxxxxxx |
| xxxxxxxxxxxxxxx | Xxxxxxxxxxxxxxx |

**Atentamente**

**Nombre y firma del responsable del evento/actividad**