**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

 **Dirigido a:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estudiantes** |  |  | **Personal****Docente** |  |  | **Personal****Administrativo** |  |   | **Público en** **general** |  |
| **Semestre/ Grupo** |  |  |  |  |  |  |  |  |  |  |

 **Espacio requerido para desarrollar la actividad:**

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

**Equipo multimedia requerido:**

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

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

**Mobiliario requerido:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**