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|  |  |  |  |  | **SOLICITUD DE APOYO PARA ACTIVIDAD** | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
|  | Responsable de la actividad: | | | | | | | |  | | | | | | | | | | | | | |  | Folio: | |  | | |  |
|  | Título del evento: | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | |
|  | Proyecto PAPIT | | | |  |  |  |  | Proyecto CONACyT | | | | | |  | |  | Número: | | |  | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  | Otro | | | |  | |  | Especifique: | | |  | | | | | | | |  |
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|  | Participantes (otras instituciones): | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **ESPACIO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **ALIMENTOS** |  |  |  |  |  |  |  | **TRANSPORTE** |  |  |  |  |  |
|  | Sala Otto Schumann Gálvez | | | | | | | |  |  |  |  |  |  | Cafetería | | | |  | |  |  | Traslado: | | |  |
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|  | Sala Edelberto Torres Rivas | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | Aeropuerto-SCLC | | | |  |
|  | Fecha: | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  |  |
|  | Horario: | |  | | | | | | | | | | | | Refrigerio en : | | | |  |  |  |  |  |  |  |  |
|  | Disposición de las salas: | | | | | | |  | Número de personas: | |  |  |  |  | Inauguración | | | |  | |  | SCLC-Aeropuerto | | | |  |
|  |  | Auditorio | | |  |  | |  |  |  | |  |  |  | Clausura | | | |  | |  |  |  | |  |  |
|  |  | Herradura | | |  |  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | |  |  |
|  |  | Estrado | | |  |  | |  |  |  | |  |  |  |  |  |  |  |  |  |  | Otro: | | |  |  |
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| **TIPO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | | Clases o actividades del Posgrado | | | | | | | | | | |  |  | | Foro | | |  |  | | |
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|  |  |  |  | Curso | |  | | Ciclo de conferencias | | | |  |  |  |  |  |  | | Conferencia | | |  |  | | Coloquio | | |  |
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|  |  |  |  | Taller | |  | | Presentación de libro | | | |  |  |  |  |  |  | | Seminario | | |  |  | | Reunión | | |  |
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|  |  |  |  | Jornada | |  | | Consejo Interno | | | |  |  |  |  |  |  | | Diplomado | | |  |  | | Congreso | | |  |
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|  |  |  |  |  |  |  | | Presentación | | | |  |  |  |  |  |  | | Otro |  |  | | | | | | | |
|  |  |  |  | Material solicitado | | | | | | |  |  |  |  |  |  |  |  |  | ¿El solicitante adjunta material en formato electrónico (imágenes y/o logotipos, otros)? | | | | | | | | | |
|  |  |  |  | CARTEL | | | |  | Diseño | |  | | Impresión | | | |  | |
|  |  |  |  | PROGRAMA | | | |  | Diseño | |  | | Impresión | | | |  | |
|  |  |  |  | LONAS | | | |  | Diseño | |  | | Impresión | | | |  | |  |  |  | SI | |  |  | NO |  |  |
| Difusión por correo electrónico | | | | | | | | | |  | | SI |  |  |  |  | | NO | |  |  |  |  |  |  |  |  |  |
| Difusión en radio | | | | | | | | | |  | | SI |  |  |  |  | | NO |  |  |  |  |  |  |  |  |  |  |
| Constancias para participantes: | | | | | | | | | |  | | SI |  |  |  |  | | NO |  |  |  |  |  |  |  |  |  |  |
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| *(Deberá entregarse la información pertinente mínimo 15 días hábiles previos a la fecha deseada de entrega; con nombres completos,* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *grados e institución de procedencia. En caso contrario el área de diseño no se hará responsable).* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  |  | **SOLICITUD DE APOYO PARA ACTIVIDAD** | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **GACETA** | DESCRIPCIÓN U OBJETIVO DE SU ACTIVIDAD (para Gaceta UNAM y en la Agenda de la Coordinación de Humanidades) | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **LOGÍSTICA** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipo audiovisual que necesita: | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | Laptop | | | | | |  |  |  | Cañón | |  |  |  |  |  |  |  | Pizarrón | | |  |  |  |
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|  |  |  | Reproductor de DVD | | | | | | |  |  | Micrófono | | | | | |  |  |  | Otro | |  | | | |
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| Si su evento se transmite por Videoconferencia -- ***Se requiere proporcione la dirección IP o la cuenta de enlace de SKYPE, y nombre del responsable técnico del sitio a conectar:*** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  |  |  | Fotografías | | | | | |  |  | SI |  |  |  |  |  | NO |  |  |  |  | | | | |
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| *(Las presentaciones en Power Point, video o audio, deberá entregarse 10 minutos antes del inicio de su evento. En caso contrario el Departamento de Cómputo no se hará responsable del óptimo funcionamiento.* | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| OBSERVACIONES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Fecha: | |  | | | | |  |  |  |  | | | | | | | |  |  |  | | | | | |  |
|  |  |  |  |  |  |  |  |  |  | Firma del responsable | | | | | |  |  |  |  | Vo. Bo. Secretaría Académica | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | |  |  | Firma y fecha | | | | | |  |