



## Digital EFX Host Application

### Thank you for your interest in hosting a Digital EFX event!

ASME Digital EFX events bring the excitement and enthusiasm of ASME's Digital E-Fests to your local community with smaller scale, thematic events hosted by you. Featuring a ~3-4 hour long program (or less), each ASME Digital EFX provides a forum for students and early career engineers to share technical programming, career and professional development content, social and networking activities and much more.

#### How to Apply:

1. Complete this Application Form along with an event budget. Each section contains detailed instructions.
2. Request and review the ASME Digital EFX Playbook document
3. Submit your completed application and supporting materials (including a sample agenda & line item budget) to [ASMEEFX@asme.org](mailto:ASMEEFX@asme.org). The subject line of your email should be: ASME Digital EFX Host Application - <Your University Name>

#### After Submitting Your Application:

Your application will be reviewed by ASME staff. You will receive an email once the submission has been received; and then another email confirming acceptance or rejection of the ASME Digital EFX application no later than 4-6 weeks from the date of submission.

If your application has been accepted, you may be required to sign an event contract, be able to update some items like your program information, speakers, and activities. Your theme and requested date cannot be changed. Event contracts may not be signed by students. They must be signed by a representative from your university with signature authority.

**2020 - 2021 ASME Digital Efx Application Form**

**SECTION 1: HOST ORGANIZER INFORMATION**

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Name & Title of Primary (Lead) Organizer: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Email Address (Primary Organizer): \_\_\_\_\_  
Phone (Primary Organizer): \_\_\_\_\_  
Organization/Institution Name & URL: \_\_\_\_\_

**SECTION 2: EVENT & LOCATION INFORMATION**

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*Please tell us about the Digital Efx you wish to host.*

Proposed Event Theme / Title of Event: \_\_\_\_\_  
(e.g., “Efx Mexico” or “Efx Robotics”)

*All ASME Digital Efx events **must** have a single unifying programmatic theme. For example, themes may choose to highlight engineering innovation from a particular geographic region or country (such as “Efx Mexico”); or they may choose to focus on a single technical theme (such as an “Efx: Additive Manufacturing”). A major component of evaluating applications is the uniqueness of the theme; its alignment with ASME’s strategic objectives; and its relevance to the target engineering population. [Learn more about ASME’s strategic objectives.](#)*

How did you choose this theme and name?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_

*You may indicate more than one set of dates or a general timeframe (e.g., “August – Sept 2019”) if you have flexibility. Note: You will need a minimum of ~3 months to prepare your event once your application has been approved.*

Proposed Host (include university, student section, professional section, city, state, country): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Host Institution URL: \_\_\_\_\_

Do you intend to collaborate on the ASME Digital Efx with another host institution? Yes / No  
If "Yes," please provide information about any additional collaboration with the proposed ASME Digital Efx.

Name of the event: \_\_\_\_\_  
Organizer of event: \_\_\_\_\_  
Event dates & times: \_\_\_\_\_

**SECTION 3: ATTENDEES**

Describe the community and who you expect to attend based on your program. Who will be the target audience for participating at your event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL attendance estimate: \_\_\_\_\_ (range should be from 200 – 400)

List the Number of in-person attendees expected by group:

Students: \_\_\_\_\_ Early Career: \_\_\_\_\_ Industry: \_\_\_\_\_ Other: \_\_\_\_\_  
*Please Specify Other* \_\_\_\_\_

ASME Digital Efx organizers are responsible for marketing the event to potential attendees. How will you promote your ASME Digital Efx? Include numbers where applicable (e.g. # of local members)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: PROGRAM**

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What will be the duration of your event?

- 1-2 hours
- 2-3 hours
- 3-4 hours

*Note: ASME Digital Efx events are only approved for the durations above.*

Describe the event's programmatic (non-competitions) content along with proposed speakers. Please submit a draft program with proposed sessions (incl. durations), proposed speaker names and titles, and any other activities you plan to include within your ASME Digital Efx event. A planning table is provided below with an example, but you can submit your own agenda as an attachment as well.

Session Name	Duration	Description	Proposed Presenter(s)/Speaker(s)
Best Practices for Building an Infographic Resume	30 mins w/ 15 mins of Q&A	Learn the do's and don'ts for Building an Impactful Infographic Resume that will get you noticed!	Jane Doe

*Event programs may include a keynote speech, Lightning Talks (brief 5-10 minute talks on focused topics), professional development workshops/activities, leadership training, or other topics of interest at the EFX, as long as such programs are targeted at the student and early career audience and fit within the proposed event theme. A suggested best practice is to focus on a single programming track (no concurrent sessions) for events expecting less than 100 attendees.*

Explain how your program will deliver on the theme/topic you've proposed.

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Are you planning to have any form of competition(s) or challenge(s) at the ASME Digital EFX? Yes / No

If "Yes," describe here.

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**SECTION 5: EVENT SUPPORT**

Who will staff your Zoom rooms during your ASME Digital EFX event? \_\_\_\_\_

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Will any other ASME units be co-sponsoring or collaborating with you on this event? If yes, indicate which unit and provide name and e-mail address for unit leader. (A letter of support from the unit leader may be attached.) \_\_\_\_\_

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**SECTION 6: ABOUT THE ORGANIZERS**

*Tell us more about the ASME Digital EFX event organizers.*

How many people are in the core organizing team? \_\_\_\_\_

What is their affiliation with the host institution? \_\_\_\_\_

What is their affiliation (if any) with ASME? \_\_\_\_\_

List any faculty support. Indicate which faculty member will be responsible for authorizing and signing contracts if a contract is required (for paid events) \_\_\_\_\_

Why do you want to host an ASME Digital EFX? What was the motivation for applying? \_\_\_\_\_

What do you hope to achieve for your local community by hosting an ASME Digital EFX? \_\_\_\_\_

**SECTION 7: EVENT BUDGET & FINANCIALS**

*You will need to provide an event budget, signed by an authorized representative of the host institution (or, if the host institution is an ASME unit, then signature of the unit leader), that demonstrates the host's ability to fully fund the ASME Digital EFX event at a (near) net-zero budget. The baseline expectation is that only sufficient revenue to cover ASME Digital EFX-related direct costs will be raised for this event.*

What will you charge (in USD and/or in your local currency) for registration fees? \_\_\_\_\_

*Registration fees must typically be either free or ~\$10USD per person*

**SECTION 8: REPORTING**

I understand that a post-event summary report must be provided to ASME.

APPLICANT SIGNATURE

FOR ASME USE ONLY:

\_\_\_\_\_

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Staff Reviewer: \_\_\_\_\_

E-mail: \_\_\_\_\_

Decision: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

Date: \_\_\_\_\_