



**Thank you for your interest in hosting an ASME 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.
2. Review the “What is an ASME EFX Digital” document
3. Submit your completed application and supporting materials to [ASMEEFX@asme.org](mailto:ASMEEFX@asme.org).  
The subject line of your email should be: ASME EFX Host Application - <Your University Name>

**After Submitting Your Application:**

Your application will be reviewed by the EFX Program Management Team. You will receive an email once the submission has been received; and then another email confirming acceptance or rejection of the ASME EFX application no later than 2-3 weeks from the date of submission.

If your application has been accepted, EFX program management will support you to launch a successful event.

**Note:**

1. *All fields in this form are mandatory fields.*
2. *Please attach list of ASME paid student members with their details and ASME membership number to validate the active status of your student section.*

**SECTION 1: HOST INSTITUTION INFORMATION**

Name & Title of the Primary Organizer/Host Institute: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Email Address (Primary Organizer): \_\_\_\_\_

Phone (Primary Organizer): \_\_\_\_\_

Number of ASME Members in the Student Section: \_\_\_\_\_

*To increase your chances of qualifying as a host, ensure that your ASME Student Section has 15 dues-paid ASME student memberships and 1 dues-paid faculty (professional) membership.*

Host Organization/Institution URL: \_\_\_\_\_

Do you intend to collaborate on the ASME Digital EFx with another host institution? Yes / No

If yes, indicate which unit/section/student section and provide a name and e-mail address for each unit leader. (A letter of support from the unit leader may be attached.)

Name of the Unit 1: \_\_\_\_\_

Name of the Unit 2: \_\_\_\_\_

Name of the Unit 3: \_\_\_\_\_

Do you intend to collaborate on the ASME Digital EFx with another host institution event? Yes / No

*If “Yes,” please provide information about any additional collaboration with the proposed ASME Digital EFx below.*

Name of the event: \_\_\_\_\_

Organizer of event: \_\_\_\_\_

Event dates & times: \_\_\_\_\_

**SECTION 2: EVENT INFORMATION**

*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?

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

*Please indicate more than one set of dates or a general timeframe (e.g., "August – Sept 2021") if you have flexibility. Note: You will need a minimum of ~3 months to prepare your event once your application has been approved.*

**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?

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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* \_\_\_\_\_

**SECTION 4: MARKETING RESOURCES**

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

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Instagram handle link of the section (if any): \_\_\_\_\_

Facebook handle link (if any): \_\_\_\_\_

LinkedIn handle link (if any): \_\_\_\_\_

Twitter handle link (if any): \_\_\_\_\_

Section webpage URL (if any): \_\_\_\_\_

**SECTION 5: PROGRAM**

What will be the duration of your event?

1-2 hours

2-3hours

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 have 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 6: 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? Yes/No

If yes, indicate which unit/section/student section and provide a name and an e-mail address for each unit leader. (A letter of support from the unit leader may be attached.)

Name of the unit/student section 1: \_\_\_\_\_  
Name of the unit/student section 2: \_\_\_\_\_  
Name of the unit/student section 3: \_\_\_\_\_

**SECTION 7: ABOUT THE ORGANIZERS**

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

How many volunteers 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 8: EVENT BUDGET & FINANCIALS**

*You will need to provide an event budget (unless you are planning to host a free event which is encouraged for a Digital EFX), 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 equivalent to \$10USD per person.*

**SECTION 9: REPORTING**

I understand that a post-event summary report must be provided to ASME  
I understand that I must comply with the guidelines suggested by the ASME EFX Programming Team throughout the event.

**SECTION 10: DECLARATION**

We, hereby, declare that we have read the “What is an EFX Digital” document in its entirety and have understood the requirements & resources required for hosting an EFX Digital event. All the information and details provided by us in this form have been explicitly determined after thorough verification of the expected participation figure & the expected sponsorship amount as per the available records and are complete and true to the best of our knowledge.

We are committed to hosting the EFX Digital at our institute while fully abiding by the rules & guidelines of the event.

APPLICANT SIGNATURE:

\_\_\_\_\_

Signature (Student Chair)

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Signature & Institute seal

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

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

*(Dean/HoD/SSA)*

FOR ASME USE ONLY:

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

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

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

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