

Framework for Reporting on Conferences Events and Activities

The aim of this reporting guide is to offer recipients of grants and funds from CILECT and GEECT a framework of what and how to report on conferences, activities and events.

The format and design of the report is open, but it is important for recipients of funds to note that these reports are records within the organization and available to the GEECT and CILECT Community: for archiving purposes, as a record of events and financial spending and a reference of previous activities that will inform future planning.

Please state the persons responsible for compiling the report with email and date.

Structure

- 1. TITLE** of event - include dates, venues and convenors of the event, organizing institution and persons responsible.
- 2. EVENT DESCRIPTION** - include rationale for the event, call for papers/contributions, etc.
- 3. INCLUDE PROGRAMME** or SCHEDULE of events/activities
- 3. LIST OF CONTRIBUTORS** – speakers, workshop contributors or/and facilitators. Where possible include abstracts or descriptions of the talks or activities made by contributors: keynote speakers, workshop facilitators, panelists etc.
- 4. LIST OF PARTICIPANTS** – this does not have to be an exhaustive list of the participants with emails and institutional affiliations. But include as much information as is available. Include the number of participants and try to capture the spread (regional, geographic composition) of the participants who attended. Also include student participation if relevant.
- 5. HIGHLIGHTS** from the event/conference
- 6. OPEN SECTION** for comments and reflections - use this space to include some summative comments or reflections on the event. Share responses/observations/feedback from participants or contributors. Any ideas about how this event or conference may inform future events or activities in GEECT and possible “lessons learnt” for future events or activities. This may be organizational in nature, as it relates to content or formats or how to reach the GEECT community in different ways.
- 7. IMAGES** – photos of the activities or events AND group photo of the participants and contributors. Any other visual material that adds or contributes to capturing the activities at the conference or event.
- 8. BUDGET**- Include a summary of the financial spend. If there are major changes to the budget applied for, please give notes.