|  |  |
| --- | --- |
| http://cdn2.hubspot.net/hub/382688/file-2048255611-png/Images/Presentation.png?t=1458672705822&width=480 | **Title of the Conference**  |

|  |
| --- |
| **Venue :** |
| **Date (s) :** |
| **Names of researchers involved** |
| **Attendee Statistics** |
| **Organized in collaboration with (institution/organization)** |
| **Objectives** |
| **Main results/outcomes** |
| **Media coverage** |
| **Participants’ Feedback** |

Please attach the following documents as appendix to the present report :

1) the event’s program (and photos, if available)

2) the list of invitees (see template)

3) the final attendance list (see template)

4) all material evidence of media coverage

**Date submitted by :**