



## **EAWOP SGM – Template for Activity Report**

### **EXECUTIVE SUMMARY**

#### **1. Meeting overview**

Date and Place, Organizers, Topic, Keynotes, Participants

#### **2. Key Highlights**

#### **3. Meeting Outcomes**

Note: recommended Size - 1 page

### **ACTIVITY REPORT**

#### **1. Event General Information**

Date and Local

Organizers

Participants overview: Number; diversity of institutions; diversity of countries

#### **2. Program Overview and Course of the meeting**

General Topic and Specific Topics overview

Meeting Format/organization

Keynote speakers

Number of papers

#### **3. Short description of the SGM topic discussion**

Main conclusions/Lessons learned related with the Meeting Topic

Contributes for a Research Agenda

#### **4. Meeting implications/outcomes**

Scientific expected outcomes

Knowledge transference- applied expected outcomes

Networking development

#### **5. SGM Evaluation**

##### **5.1 Self- assessment of the SGM**

What went well

What were lessons taken from the SGM organization, what you would change, do it differently?

##### **5.2 Participants assessment of the SGM**

#### **6. References**

#### **ANNEXES**

- Final Program

- List of participants (including the Affiliation/Country)

- Abstracts