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