



# POST MEETING REPORT FORM

for meetings other than Joint Discussions and Special Sessions

Deadline for Submission: within 1 month after the meeting

**the following information should be sent  
to the IAU Assistant General Secretary**

The following documents should be attached:

- i Final Scientific Program
- ii List of participants
- iii List of recipients of IAU Grants, including amount and country
- iv Receipts signed by the recipients of IAU Grants (This does not apply to Scientific Meetings held during General Assemblies)
- v Brief report (text.txt file or word.doc) to the Executive Committee on the scientific highlights of the meeting (1-2 pages)

1. Meeting Number:
2. Meeting Title:
3. Coordinating Division:
4. Dedication of meeting (if any):
5. Location (city, country):
6. Dates of meeting:
7. Number of participants:
8. List of represented countries:
9. Report submitted by:
10. Date and place:
11. Signature of SOC Chairperson: