



POST MEETING REPORT FORM

Deadline for Submission: within 1 month after the meeting

For Symposia the Post Meeting Report should be sent to the AGS with the following documents attached:

- (i) Final scientific program, list of invited review speakers and session chairs;
- (ii) Summary of the scientific highlights of the meeting (1 page, to be published on the IAU website);
- (iii) List of participants, including their distribution by country and gender (double bar chart);
- (iv) List of recipients of IAU grants, stating the country and gender;
- (v) An Executive Summary of the Meeting (1-2 pages) to be published on the IAU website.

For Focus Meetings the Post Meeting Report should include the documents referred above and be sent to the GS.

For Regional Meetings the Post Meeting Report should include the documents referred above from (i) to (v), as well as a proposal for the next venue, and be sent to the GS.

1. Meeting Identification Number: Symposium ___ Focus Meeting ___ Regional Meeting ___

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. Total Amount of IAU Grant funds received (in euros):

9. Number of IAU Grant recipients:

10. List of represented countries:

11. Report submitted by:

12. Date and place:

13. Signature of SOC Chairperson: