



## POST MEETING REPORT FORM

Deadline for Submission: within 1 month after the meeting

The chair of the SOC of any IAU scientific meeting is responsible for preparing the [Post Meeting Report](#) using the standard form available on-line **within 1 month after the Meeting**.

**The proposal must include a written commitment to abide by this requirement.**

For Symposia and Focus Meetings the following documents should be attached:

(i) Final scientific programme, list of invited review speakers and session chairs, to be published in the IAU website; in addition, should also provide the number of:

- female/male/non-specified speakers invited talks
- female/male/non-specified invited speakers accepted
- female/male/non-specified speakers contributed talks

(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 amount received, country and gender;

(v) An Executive Summary of the Meeting (1-2 pages) to be published on the IAU website.

For Symposia and Focus Meetings the Post Meeting Report should be sent to the AGS.

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: