



Name of Event

City, Country

Month 1-30, Year

Purpose: Write the purpose as an objective. Start with “To” and a strong verb. In case of multiple sub-objectives, use bullet points to list them. In this section, also *include a paragraph of background information and context*: how does the event fit into broader program or partnership goals?

Participants: Describe the overall numbers and types/categories of participants. Separate categories in the list with semicolons. For example: Twenty-seven directors and instructors from 13 AIHA-established Emergency Medical Services Training Centers (EMSTC) in the NIS; 12 nurses drawn from eight Russian oblasts; and observers from the World Health Organization (WHO)/St. Petersburg. Attach a list of participants and end this section with the following text: (A complete participant list is attached.)

Description of Event: Describe both the subject matter covered and the manner in which it was covered (What did a particular activity add to the participants’ understanding of the subject matter?). This section should not merely recount the agenda, but should instead summarize (not list!) event activities and highlight the most interesting/productive ones. Don’t use descriptors like “On the second day...” or “After lunch...” unless they are significant; readers are more interested in what happened than when.

Include names of only those participants who are *exceptionally* notable or well recognized within their fields. Use their full names and titles and describe their roles at the event; exclude degrees. Verify spelling. Attach a finalized agenda and end this section with the following: (An agenda is attached.)

Outcomes: Report tangible results (What was produced? How many individuals were trained? What did the event deliver? To what extent was the purpose of the event met?) and give a context for those results. Tell your readers why the event and its results are significant. Include summary results of post-tests or evaluations where applicable. Try to limit suggestions for changes or future action; focus on what was accomplished.

Wherever possible, *include direct quotations* from participants. Format as follows:

Quotequotequotequotequotequote Quotequotequotequotequotequote Quotequote
quotequotequotequote Quotequotequotequotequotequote Quotequotequotequote
quotequote Quotequotequotequotequotequote.

—Person’s Full Name, title

Follow-up Activities: (Optional; only when relevant.) Describe what will happen next and how the success of this event will be built upon in the future. Will there be a follow-up conference? When? What further steps have participants or their organizations committed to? Make clear who is responsible for these follow-up steps.

Collaborating Organizations: These should be organizations that contributed their support to the event, not merely organizations whose representatives were in attendance. Whenever possible, describe the role/contribution of each organization. For example: The St. Petersburg Medical Center provided the facility. Abt Associates co-sponsored the workshop. The AIDS Healthcare Foundation provided input on the curriculum.