

Outline for the Two-page Preliminary Conference Report

Suggested Content

I. Executive Summary

An overview of the conference with main accomplishments, outcomes met according to expected deliverables, overall attendance and important invited dignitaries present (local and international), plus highlights of the program

II. Objectives and expectancies attained from the projected outcomes as well as collaborations established

A more detailed review of the conference outcomes in conjunction to the established deliverables (evaluation of the program and related activities as well as the venue); alignment with the proposal

III. Future Action Committee (FAC) plan of action (path forward) to address the topics requiring further attention and the work plan to manage them

IV. Recognition and branding

Sponsorship recognition to the organizations that provided support for the conference and the branding of IUPAC and CHEMRAWN Conference Program

Testimonials (citation of messages) received from those that attended the conference as well as from the invited dignitaries

V. Financial Outlook -

Preliminary assessment of budget versus actual and/or projected spending plus the expected revenues (overview of income versus expenses along the main budget line categories)

VI. Annex (or addendums) as necessary to support the report