**IASC Representation at Meetings / Conferences**

*Reporting Template*

This template shall be used to provide a brief report when **officially representing IASC at conferences or other meetings**. The completed template shall be sent to the IASC Secretariat at info@iasc.info **two weeks after the meeting at the latest**. Meeting reports are requested to stick to a **two-page length limit**.

1. Title, Place and Date of the Meeting:

2. Theme/Purpose of the Meeting:

3. Name of Attendee:

4. Purpose of Attendance:

5. Report:

*Please write this section in a way such that it could be used, with light editing, as an informational news item for the IASC website.*

6. Comments and/or Recommendations for IASC Leadership:

*Clear and concise language in encouraged – bullet points are more than acceptable. This section will only be shared with the IASC Executive Committee and not be shared wider without further permission from the writer.*