**IASC-funded Projects – Final Outcomes Report for IASC Website**

*Reporting Template*

Project leads must submitthe following final project outcomes report **within 2 months following the activity / workshop** to info@iasc.info. Please return this form in Word format once filled out.

**1. Title of the Activity**

**2. Location of the Activity**

**3. Date of the Activity**

**4. Final Outcomes Report:**

*Please add your* ***1 - 2 pages*** *summary report of the activity / workshop and its outcomes. Some advice:*

* *The text should not be just bullet points or sparse notes.*
* *Start the text with a hook/strong message that catches your readers attention (rather than date/time/place, this information will be included in the header).*
* *Avoid jargon and use shorter sentences. Be specific if possible and try to make the text accessible to all IASC community.*
* *Remember your audience is all Arctic researchers, so make sure to provide motivation and takeaways.*
* *Restate important points/goals.*
* *Make the text referable. Use links rather than including copied information.*

**5. Highlights**

*Please add* ***3 (scientific) highlights*** *in bullets – appropriate for an interdisciplinary audience max 60 words each.*

1. Highlight 1:
2. Highlight 2:
3. Highlight 3:

**6. Other Materials**

*Please attach any other materials, such as pictures, slides, documents, articles, agenda that can be posted on the IASC website to your report when sending it to* *info@iasc.info*