**2021 Region-10 Educational Activity Post Event Report Format**

**Name of the Event Category:**

**Name of the Activity carried under IEEE R10 EA:**

**Dates for Conduction of the Activities:**

**Mode of Conduction: Online/Offline/Hybrid:**

**Name of the Platform used and link of meetings/event:**

**In case of Hybrid mode, Details of Venue:**

**Name Host OU along with the code:**

**Name & Details of Project Lead:**

**His IEEE Category/Number:**

**Name & Details of collaborating OU’s if any along with code and Team Members (Name & ID Required):**

**Collaborating OU1, OU Code, Name, Member Name, Membership Number of Member:**

**Collaborating OU2, OU Code, Name, Member Name, Membership Number of Member:**

**Collaborating OU3, OU Code, Name, Member Name, Membership Number of Member:**

**Collaborating OU4, OU Code, Name, Member Name, Membership Number of Member:**

**Fill the following Table particulars including Budget expenses, incurred and balance if any:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Description** |
|  | Event Posters | <Paste all the posters of the events> |
|  | Pre-event Online Promotional Links | < Paste all social media links of pre-event promotion> |
|  | Event Link (if broadcasted live or posted recorded video of the event) | < Paste YouTube link of the event. Event should be broadcasted live on YouTube Channel of IEEE Region-10 or recorded video must be posted on the same channel> |
|  | Proceeding  | About IEEE R10, IEEE R10 EAC, IEEE Section & Event |
| Advisory |
| Organizing Team |
| Schedule |
| Acknowledgement |
| <Write Important highlight from Speaker/Resource Person. Min 150 words. In case of multiple session, same will be session wise with each of min 150 word> |
| No. of Attendees & List of Attendees(Separate list of IEEE Members and Non-Members participated the event) <Coordinator must record details like city, state, contact, address, email, gender, organization, mother-tongue, IEEE membership, highest degree & any other details as coordinator feels suitable> |
| Feedback Summary:<Share Analytics of Feedback form. Feedback can be taken either through google form or in hard copy. In case target audience is not equipped with ICT Tools, feedback form should be design in local lang. in hard copy> |
|  | Photos | < Paste Min 4 photos. In case of multiple sessions/speaker min 2 good photos of each session/Speaker. One photo must be when speaker is delivering and one photo must be with group photo> |
|  | Impact Analysis | <Share insights which show the impact, event has created. Impact in the form of no. of non- English-speaking attendees, No. of attendees shown interest to become IEEE Member, No. of attendees motivated to pursue higher education, No. of viewers and any other metric which can be considered as impact for the event> |
|  | Testimonials (Feedback & Experience sharing, 1-video recorded in local language) | <Record small 1 min video of selected attendees sharing their experience of the event recorded via mobile with good camera. Select 4-10 attendees. Upload all such video on google drive and share link> |
|  | Organizing Team | < Paste Photos along with designation of Organizing Team> |
|  | Newspaper cutting of press coverage | <Coordinator must try to get event covered in local newspaper and cutting of the same to be pasted here> |
|  | Drive Link containing posters, photos and news coverage cutting in separate folder |  |
|  | Expenditure Details along with Proofs | **Sr.no** | **Expenditure Head** | **Proposed as in Budget** | **Total Actual expenditure incurred** |
|  | 1 |  |  |  |
|  | 2 |  |  |  |
|  |  | **Total** |  |  |
|  | Income generated (If any) | **Sr.no** | **Head** | **Amount** |
|  | 1 | Income from Registration |  |
|  | 2 | Income from Sponsorship |  |
|  | 3 | Matching grant  |  |
|  |  | **Total** |  |
|  | Any other information | <Any other information which makes report more insightful and contextual> |
| **Prepared by Project Leader:**Name:IEEE Membership No:Signature (e-signature is allowed): Date: | **Endorsed by Council/Section/Subsection Chair**Name:IEEE Membership No:Signature (e-signature is allowed): Date |