**2023 Region-10 EA Project Development Grant Post Event Report**

**Name of the activities:**

**Date(s) of the activities:**

**Mode of the activities: Virtual/Physical/Hybrid**

**Venue of the activities:**

**Name of Host OU and the corresponding OU code:**

**Name and his/her IEEE membership member of the project lead:**

**Fill the following table, including budget expenses, incurred and balance, if any:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Particulars** | **Description** | | | |
|  | Event posters |  | | | |
|  | Pre-event online promotional link  (if any) |  | | | |
|  | IEEE vTools Event link for the event |  | | | |
|  | Event details | Advisory (if any): | | | |
| Organising team members: | | | |
| Acknowledgement (if any): | | | |
| Timeline for the whole project: | | | |
| Activity details:  <What has been done during the event> | | | |
| No. of attendees & list of attendees:  <Attach the list in a separate sheet below> | | | |
| Feedback summary:  <Share analytics of feedback form> | | | |
| Event reflection:  <Share insights which show the impact that the event has created. Impact can be in the form of no. of attendees, No. of attendees shown interest in becoming IEEE member, No. of viewers and any other metric which can be considered as impact for the event> | | | |
|  | Impact analysis |  | | | |
|  | Event photos | <Paste Photos along with the designation of Organizing Team> | | | |
|  | Testimonials | <Record a 1-min video of selected attendees sharing their experience of the event recorded via mobile with a good camera. Select 4-10 attendees. Upload all videos on google drive and share the **accessible** link> | | | |
|  | Cloud drive folder link containing testimonials, posters, photos and news coverage cutting (if any) |  | | | |
|  | Expenditure details, along with the proof |  | **Expenditure Head** | **Proposed as in Budget (USD)** | **Total Actual expenditure incurred** |
|  | Proofs uploaded at: <Cloud driver folder link> | | | |
|  | 1 |  |  |  |
|  | 2 |  |  |  |
|  | 3 |  |  |  |
|  | 4 |  |  |  |
|  |  | **Total** |  |  |
|  | Income generated  (if any): |  | **Head** | **Amount (USD)** | |
|  | 1 | Income from Registration |  | |
|  | 2 | Income from Sponsorship |  | |
|  | 3 | Matching grant from the Section |  | |
|  | 4 | **Matching grant from the R10 EAC** | **XXXXX** | |
|  |  | Total (Should be equivalent  to the Expenditure) |  | |
|  |  |  | **Approved matching grant  from the R10 EAC** | **XXXXX** | |
|  | Any other information | <Any other information which makes the report more insightful and contextual> | | | |

|  |  |
| --- | --- |
| **Prepared by Project Leader**  Name:  IEEE Membership No (if have):  Signature (e-signature is allowed):  Date: | **Endorsed by the person with the commitment of providing the matching grant**  Name:  IEEE Membership No (if have):  Signature (e-signature is allowed):  Date: |

**List of Participants (For reference):**

|  |  |  |  |
| --- | --- | --- | --- |
| Email Address | Name | Institute / Organization | IEEE Membership Status |
| leonlei@ieee.org | Leon Lei | University of Hong Kong | Senior Member |
| abc@cde.com | Tom Peter | FGH High School | Public |
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