# Text  Description automatically generated

# Athenaeum Awards Report Template - Conferences

## A brief description of your project plus short biography and headshot

Circa 100 words, within **two weeks** of award funding, **written in third person.**

## A full report

Please use the headings below to help you complete your report, circa 300 words, within **three months** of conference attendance.

Please note that these reports will be used for internal audit purposes, as well as for internal and external communications.

* a brief outline of your involvement with the conference
* a brief summary of your thoughts and reflections, including any feedback from other attendees
* any new contacts or further work as a result of participating in the conference
* Any plans for sharing your findings at RCS
* any relevant photos, videos, images, and recordings

Please return your report to keadmin@rcs.ac.uk within three months of conference attendance, together with receipts for expenditure.

Please also remember to update your [PURE profile](https://pure.rcs.ac.uk/admin/login.xhtml)!

Many thanks!