

# Template for a for GSGS Training and Networking Grant report

By accepting a Training and Networking Grant, its recipients agree to send a short report of their event within two weeks after the event; these reports are published on the GSGS website. Please use this template for your report.

The report should be in **English** and **no more than a page A4** long.

The report should include the following information:

- Event name (not just the acronym)
- Event dates (from-to)
- Event organizer and location (city/country) (or online)
- Author name (Firstname Lastname)
- Author position
- Author institute
- Author project (working) title
- If applicable: Presentation title (presentation type)
- If possible: provide link to online abstract
- One **picture or screenshot** that can be used on our website
- Copyright information for the picture or screenshot (also if you took it yourself)

Example

**The 92nd Annual Meeting of the Geosciences Network of Europe**  
4-7 Nov 2021  
Jena, Germany / online  
**Marina Mustermann**  
PhD student  
Institute of Geology and Meteoritics  
PhD project: "The history and development of YYY"  
*The development and history of ZZZ (Oral/Poster)*

Please make sure that your text is understandable at least to a general geosciences audience, if possible even a wider audience. Avoid or explain acronyms and jargon. Keep in mind that your report will be published on the GSGS website. Therefore, **provide copyright information for pictures and state the authors of quotations.**

As the author you will be responsible for the content of your report. We will review your report for obvious flaws, but please review it before you hand it in.

## Here are some ideas for writing:

- Interest in the conference, seminar, course etc.
- Things learned or contacts established
- Presentations you gave
- Publications you plan as a result of the experience

Need inspiration? Check <https://geosciences.uni-koeln.de/gsgs/news-and-reports>

Include a suitable picture or screenshot, preferable in landscape format.

Send your report including your picture to [gsgs-admin@uni-koeln.de](mailto:gsgs-admin@uni-koeln.de) by e-mail. Thank you!