**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:

Example

**The 92nd Annual Meeting of the Geosciences Network of Europe**

4-7 Nov 2021

Jena, Germany / online

**Marina Mustermann**

PhD student

Institute of Geolography and Meteophysics

PhD project: “The history and development of YYY”

*The development and history of ZZZ* (Oral/Poster)

* 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)

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.

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

**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>

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