

Template for GSGS travel grant reports

By accepting a GSGS Travel Grant, its recipients agree to send a report of their journey within two weeks after their return; 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.

Please list the following information at the top of your report:

- Event name (not just the acronym)
- Event dates (from-to)
- Event location (city/country)
- Author name (First name Last name)
- Author position
- Author institute
- Author project (working) title
- If applicable: Presentation title (presentation type)
- If possible: provide link to online abstract
- One **picture** that can be used on our website (including copyright information)

Example

The 92nd Annual Meeting of XXX

4-7 Nov 2014

Jena, Germany

Marina Mustermann

PhD student

PhD project: "The history and development of YYY"

Institute of Geology

The development and history of ZZZ (Oral/Poster)

Please, keep in mind that your report will be published on the GSGS website. Therefore, do not forget to 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 and make sure that your text is coherent and understandable for a wide range of possible readers.

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