

**REPORT AFTER THE ATTENDANCE  
OF A CONFERENCE OR SCIENTIFIC VISIT  
EITHER WITHIN SOUTH AFRICA OR ABROAD**

*(To be completed electronically)*

NAME AND SURNAME				
DIVISION / CENTRE				
DEPARTMENT				
NAME AND PLACE OF EVENT				
<b>PROJECT TITLE</b> <i>(As in original application)</i>				
DATE OF EVENT	FROM:		TO:	

Has the report been circulated in your Division / Department or discussed at a personnel meeting?				
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
APPLICANT	<b>PRINT NAME:</b>		DATE	
<b>RECOMMENDATION BY DIVISIONAL/DEPARTMENTAL HEAD:</b>				
HOD	<b>PRINT NAME:</b>		DATE	

Submit the completed form to **Tashwell de Wet** ([tashwell@sun.ac.za](mailto:tashwell@sun.ac.za))

## REPORT AFTER THE ATTENDANCE OF A CONFERENCE OR SCIENTIFIC VISIT

**A report is required within 3 months of the end of a conference or scientific visit from every person receiving support from the Fund for Scientific Travel. In cases where two or more persons from the University attended the same conference, a joint report signed by every such person may be accepted.**

The following should be indicated on the cover page:

- That a copy of the report has been circulated among the personnel of the Division or Department concerned and other interested parties or discussed at a meeting;
- That further information is available in the form of published conference abstracts/proceedings (with mention of the particular journal, if relevant) from the conference attendee on request.

Such a report should then be recommended by the relevant head of the discipline or executive departmental head and sent to the Research Development and Support Division (Tygerberg campus) for submission to the Deputy Dean: Research.

A report should be written in such a way that it is of value to colleagues in the same field of study who did not attend the scientific event. It should meet the following minimum requirements:

- It should be detailed but not unnecessarily long; it should not exceed a **maximum of 3 A4 1.5-spaced pages**.
- It should contain a critical evaluation of the scientific event instead of a summary of the actual programme. The topics covered at the event should be clearly indicated to facilitate further enquiries by interested parties.
- Some highlights and any new information possibly not yet published should be brought to the attention of the readers.
- Research contacts acquired and collaborative research projects being planned or in progress should be mentioned.