

CONFERENCES & WORKSHOPS (C&W) – REPORTING GUIDELINES

REPORTING TEMPLATE

A C&W report template which is available on SESAME is used to gather outcomes and impacts from awards made under the C&W programme. The C&W reporting template has been designed so that the value and benefit of Ireland hosting an event can be measured against the objectives defined for the C&W programme. SFI aims to support conferences and workshops that encourage dissemination and collaboration of research of timely importance. The deliverables on many of the programmatic objectives may also contribute towards relevant key performance indicators (KPIs), as outlined in SFI's Agenda 2020. There are a number of sections to the report template, most of which are self-explanatory. Please see additional guidance for the scientific information section below:

Scientific Information: In this section of the report, awardees are asked to provide a summary of the areas of interest that formed the basis of the event. Details of any measurable outputs from the event are also requested, such as conference proceedings or publications, and media coverage.

FREQUENCY

The C&W report template must be completed and submitted to SFI through SESAME **within 90 days from the end date of the conference or workshop.**