**Conference Report**

**Student Information**

Family Name: Click here to enter text. First Name: Click here to enter text.

USP Student ID Number: Click here to enter text.

Preferred Email Contact: Click here to enter text.

**Conference Information**

Conference Title: Click here to enter text.

Conference Location: Click here to enter text.

Conference Start Date: Click here to enter text.

Conference End Date: Click here to enter text.

Title of Paper: Click here to enter text.

The Conference Report to the University Research Office must cover the following sections:

1. A brief description of the Conference or Seminar attended;
2. A brief summary of the travel arrangements;
3. A succinct report of the main themes of the Conference;
4. A record of the student’s participation in the conference. (Normally, this will include a paragraph abstract of the paper presented by the student. It may, however, record the panel discussions, seminars, etc., of the event in which the student participated.);
5. A record of the benefits to the participant. This section should be brief and limited to the direct benefits the students attributes to their personal academic career as a result of attendance. This section will include mention of any benefits to the wider academic community judged to have been contributed by the participant.
6. A section on benefits to the University. This section should detail not only the contact made, the opportunities taken to advertise the work of the University, and the direct benefits flowing back to University teaching or research, but also a summary of further action made possible by attendance at the conference (redirected research potential, new ideas to be taken up, and so forth).
7. A final section which briefly summarises further visits made by the student as part of this conferenced sponsorship [if applicable].