Travel Awards for congresses, conferences, symposia, workshops, winter and summer schools within Germany and abroad

General guidelines on writing a participation report:

- General information on the awardee (first/last name, faculty, field, funding period, event, title of event, city, country, etc.)
- Information on the event and the program
- Evaluation and added value of the event
- Summary and outlook
- Optional: Information and recommendations on the preparation phase before departure and the conditions on site (such as visa and infrastructure)
- Optional: Acknowledgements
- Optional: Suggestions and comments on the funding program
- Optional: Enclosures (publications, statistics, etc.)

Participation reports can be structured and written on an individual basis. Nevertheless, please refer to the above mentioned points.

As source of information/help for future awardees, we would like to publish selected reports on our website.

**Should you agree to the publication/forwarding of your report**, please include the following sentence at the end of your report:

*I hereby agree to the publication and forwarding of this report as source of information for interested applicants and future awardees.*

**Should you agree to the anonymized publication/forwarding of your report**, please include the following sentence at the end of your report:

*I hereby agree to the anonymized publication and forwarding of this report as source of information for interested applicants and future awardees.*

**Should you not agree to the publication/forwarding of your report**, please include the following sentence at the end of your report:

*I hereby do not agree to the publication and forwarding of this report as source of information for interested applicants and future awardees.*

Should questions come up, please do not hesitate to contact us.

Your team of the Graduate Academy