

# Format FINAL REPORT EAAE PhD workshop

version 1, December 14<sup>th</sup>, 2017

Within one month following the EAAE PhD workshop, the organisers should send a final report on the PhD workshop to the Secretariat of the EAAE by email to [eaae@wur.nl](mailto:eaae@wur.nl)  
The report should contain the following order and content:

*(1) Administrative proceedings, which should include:*

- List of all participants with addresses (name, address, country, email address) and Yes/No new member of the EAAE)
- Total number of papers and posters received

*(2) A one-page summary of the PhD workshop for publication on the EAAE Website and in the EAAE Newsletter including:*

- If proceedings are published please indicate the publisher
- Contact person for additional questions on the PhD workshop (this may be a different person from the one who acted as contact person during the organisation of the PhD workshop).

*(3) Evaluation:*

The EAAE would like to improve the quality of future PhD workshops by learning from previous ones. Therefore, the organisers are asked to provide feedback to the Secretariat in the form of reactions to the questions below:

- Do you have any comments or suggestions for improvement regarding the support from the EAAE Secretariat?
- Do you have any comments or suggestions for improvement regarding the interaction between the EAAE Secretariat and the organisers of the PhD workshop?
- Is there any additional information that might be important to the EAAE Secretariat?

*(4) Organisation:*

At the end of the report, please state the name(s) of the person(s) who organised the Congress with their e-mail and postal address(es), as well as the address where EAAE members can order the proceedings (if relevant).