INTRODUCTION

• Brief information about the seminar/training

OR

• Brief information about the conference
CONTENTS

• Kindly attach the following details:
  – Interesting topics or areas of conference/seminar discussion
  – Contents of training
  – Abstract of paper presented

• Kindly add more pages if needed
CONCLUSION

• Kindly provide the following items:
  – Findings of your paper
  – Benefits of the conference/seminar/training
  – Potential research activities from the conference/seminar/training
  – Overall feedback of the conference/seminar/training
  – Recommendation if any
  – Acknowledgment
OTHERS

Kindly attach the following details (if any):

• Recognition received
  – Best Paper award
  – Best Presenter award
  – Appointment as chairperson’s session

• Photos of the conference/seminar/training