**Report on the outcomes of a presentation and participation in a**

**ITC Conference[[1]](#footnote-1)**

**Action number:**

**Grantee name:**

|  |
| --- |
| **Conference Details**  Conference title:  Conference web-page:  Conference venue[[2]](#footnote-2):  Conference start and end date: DD/MM/YYYY to DD/MM/YYYY |
| **Accepted contribution details**  Title of the presentation:  Type of the presentation: (oral/poster)  Co-authors:  Other details of the presentation: specify here any additional details related to the contribution (e.g. title of the session / track of the conference programme in which the contribution is accepted) |
| **Outcome of the conference participation** |
| Description of the outcome of the presentation of the accepted contribution, in terms of grantee’s visibility, including the establishment of new contacts for future collaborations  *(max.500 word)*  Applicant enters max. 500 word summary here. |
| **Acknowledgement of inclusion of necessary supporting documents to claim the grant**  I confirm that the following documents have been uploaded on e-COST as an integral part of this report:  - the certificate of conference attendance.  - the programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster) of the grantee.  - copy of the given presentation (oral or poster). |

1. This report is submitted by the grantee to the Action MC for approval and for claiming payment of the awarded grant. The Grant Awarding Coordinator coordinates the evaluation of this report on behalf of the Action MC and instructs the GH for payment of the Grant. [↑](#footnote-ref-1)
2. For an online conference, specify virtual participation; for hybrid conferences, specify whether it is an in-person or virtual participation. [↑](#footnote-ref-2)