

Event Report Template

(Please use an 11pt font. Do not exceed three pages.)

1. Title of Event: _____

2. Dates of Event: _____

3. Location of Event: _____

4. Full Names and institutions of each co-organizer:

Name	Institution

5. Number of participants:

	Number of Ithaca participants	Number of Weill Cornell participants	Number of Other participants
Faculty			
Trainees			
Others			

6. By working group theme, please provide a summary of the **key discussion points, outcomes, and recommendations.**

7. Do you anticipate that your event will lead to follow-on interactions among laboratories across the campuses? If so, please indicate PIs and areas of investigation.

8. Did the event engage the trainees and provide a valuable learning and career development opportunity? If so, please describe.

9. Please describe any challenges you may have experienced while planning and executing an intercampus event.

10. Other feedback: