**The Mind Association Conference Report**

**Instructions**

* Please complete all of the following sections in a single document and save in the format ‘Conference title – Major/Minor Rep, e.g., ‘Hume on Virtue – Major Rep’.
* Please send soft copy to the Treasurer, Prof Sophie Grace Chappell at [sophie-grace.chappell@open.ac.uk](mailto:sophie-grace.chappell@open.ac.uk). cc the Director, Prof Daniel Whiting at [mindassoc@gmail.com](mailto:HonSecMind@gmail.com).
* This conference report must be submitted no later than *three months* after the event has occurred.

**Report**

*Please make sure the report is as complete as possible and that all supporting documents are supplied.*

**A. Conference organisation details**

|  |  |
| --- | --- |
| **1. Name(s) of Conference Organiser(s) (including titles):**  **If the applicant is a graduate student, please provide the name of the faculty member charged with supervising the conference:** | **2. Institution (including department title):** |
| **3. Address:** | |  | | --- | | **4. E-mail:** | | **5. Telephone:** | |
| **6. Name of finance administrator (e.g., person who manages conference accounts):**  **E-mail:**  **7. Name of Payee (i.e., who the cheque is to be made to):**  **8. Amount of cheque:**  **9. Address to send cheque to:** | |
| **10. Conference Website Address:** | |

**B. Conference details**

|  |  |
| --- | --- |
| **11. Date of Report (dd/mm/yyyy):** | **12. Major/Minor grant** (delete as appropriate) |
| **13. Conference Title:** | |  |  | | --- | --- | | **14. Location:** | **15. Date(s) of Conference:** | |
| **16. Graduate Conference : YES/NO (Delete as appropriate):** | **17. Mind Association Grant Amount:** |

|  |  |
| --- | --- |
| **18. Provide a detailed summary and assessment of the conference (continue on separate page if necessary):** | |
| **19. Explain what you did to adhere to the BPA/SWiP Good Practice Scheme for conferences and seminar series and to the BPA/SWiP Guidelines for Accessible Conferences:** | |
| **20. Explain how the conference programme provided opportunities for early career researchers:** | |
| **21. Number of delegates (expected):** | **22. Number of delegates (actual):** |

**C. Conference accounts**

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| --- |
| **23. Provide a brief overview of the accounts, including a description of any problems encountered:** |

**Note**: If you require more space, you can do one of the following: 1) add more cells to the default table, 2) continue on a separate page, or 3) provide your own spreadsheet of the conference accounts.

Expenditures

24. *An itemised account of total expenditure*

|  |  |
| --- | --- |
| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

Income

25. *An itemised account of total income*

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| --- | --- |
| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

Other Sources of Funding

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| **26. Provide the full names of any other sponsors, including the amount awarded (e.g., name: £0.00)**  **(If there is more than one, number and rank from the highest amount to the lowest)** |

**Supporting Documentation**

The following supporting documents should accompany the conference report:

1. Full conference programme
2. Registration form clearly displaying any registration fees levied

Please copy the documents from their original files and paste them according to the order listed above in pages following this one.