**UNIVERSITY OF TURBAT**

EVENT REPORTING FORMAT

***Note: -*** *For the proper coverage of the event in UoT’s website & other social media pages, local & main stream media, newsletter, annual report and other publications.*

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| --- | --- |
| Event Title/Theme: |  |
| Event Type: |  |
| Date of the Event, time & Venue: |  |
| Organizer: (Details of persons/institutes ) |  |
| Contact No. of the Organizer:  |  |
| Participants:  |  |
| Presided/Chaired by: (full name with designation & institution)  |  |
| Resource Persons/Speakers (Full name with designation & institution) |  |
| Target Audience: |  |
| Objective of the event: (30 to 50 words)  |  |
| Brief Description of the Event (300 to 500 words) |  . |

**Report by:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_