



CSC Alumni Associations

Event report

Following an alumni association event, you must complete an Event Report to provide feedback and information to create an event story for publication on the CSC website and social media channels.

You must submit an event report to the Alumni Team/British Council contact within 1-2 weeks of the event taking place.

1. Alumni association details

Association name:	
Name of key organisers:	

2. Event details

Event title:	
Location:	
Date:	
Duration:	
Type of event: (e.g. panel discussion)	
Event introduction Please summarise the key aims and/or messages	

Audience Please provide a summary of the audience groups and approximate attendee numbers	
Special guests Please provide the names of any special or VIP attendees	

3. Event summary

Please use the space below to provide a summary of key activities, speakers, and attendee engagement. You should include as much information as possible using the categories below.

- **Context** of the event topic chosen, including any statistical or background information, and relevance to your country/region
- **External speaker information**, including title, employer, links to online biographies, relevance to the event topic. Please also include a summary of their speech/talk and any direct quotes, if possible.
- **Key discussion points**, including any direct quotes, outcomes or takeaway points. If attendees were asked to take part in Q&A sessions, please include information about this.
- **Planned activities**, including the purpose of the activity and any outputs

4. Reflection on the event

Please use this space to reflect on the event and identify what you think went well, any challenges experienced, and what you think were the key take-aways for attendees. You may also wish to include areas for future development.

5. Event photos and other digital media

Appropriate photos maybe be included as part of event news story which will be published on the [CSC website](#). Photos be used on CSC social media channels and uploaded to [CSC Flickr](#). Low or poor quality photos will not be published.

Where photos show speakers or other key attendees, please provide their name in the file name so this can be included in any captions.

The CSC **cannot** use images of children under 18 years of age and who are clearly identifiable in any of its publications or online/social media channels due to data protection. We request that you **do not** share these images following your event.

Please submit your completed event report to the Alumni Team/British Council contact within 1-2 weeks of the event taking place.