

CSC 65th Anniversary Alumni Event Report

Following your 65th anniversary event, you must complete this event report. Your report will be used to create a news story which will feature on the [CSC website](https://cscuk.fcdo.gov.uk/news/) and social media channels. The story will be designed to promote your alumni association and engagement.

You must return your report within **three weeks** of your event taking place. You should return your report to [kirsty.scott@acu.ac.uk](mailto:kirsty.scott@acu.ac.uk)

Please follow the guidance provided in each section.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Event details**

|  |  |
| --- | --- |
| **Event title:** |  |
| **Location:** |  |
| **Event date(s):** |  |

1. **Event summary**

|  |
| --- |
| **Introduction with key headlines about the event**  **3-5 sentences**   * What were the key aims and/or messages of the event? * Why was this event important for Commonwealth Alumni and/or the CSC in your country? * Who were the speakers? (including roles/titles) * Who was the audience? * How many people did your event bring together? |
|  |
| **Activity information**  **8-12 sentences**   * Who opened the event and what did they say? * What was the format of the event (e.g. panel discussion) and how was this beneficial? * What were the planned event activities/sessions and why were these selected? * What were the key discussion points/topics delivered by speakers and/or activity participants? Include any direct quotes, outcomes or takeaways. If attendees were asked to take part in Q&A sessions, please include information about this.   You should note the contributions of key speakers and/or notable guests. |
|  |
| **Conclusion**  **3-5 sentences**   * How did the event draw to a close? * Were there are actions decided upon? * Has anything been enacted since the event? (more involvement from alumni on particular topic, plans for further events/actions etc.) * Thank you to organisers and participants |
|  |

1. **Any other comments**

|  |
| --- |
| **Please share any additional information or comments on your event(s) which you feel could be important to include in a news story.** |
|  |

1. **Event photos**

Where possible, we would like to publish photos from your event in the online news story and on CSC social media channels, as well as potentially and in other CSC publications.

Before sharing any photos with the CSC for this purpose, please ensure the following:

* All participants were notified about the taking of photos and how these may be used by the alumni association and CSC.
* Where participants did not wish to be photographed, this was respected and they have not accidentally been captured in photographs taken.
* Photographs shared with the CSC do not include images of children under the age of 18 years.

When sharing photos with the CSC, please follow the guidelines below:

* Photos should be shared in JPEG format **with a short, 1 line description**
* Where photos show speakers or other key attendees, please provide their name in the file name so this can be included in any captions
* Low or poor-quality photos will not be published
* If the photos/file size is too big to share via email, you can share via [WeTransfer](https://wetransfer.com/) or [Dropbox](https://www.dropbox.com/en_GB/)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing the event report. The information provided will be used to create further communications and promotion about your event and alumni association across CSC channels and publications.

Please return your completed report and any photographs to [kirsty.scott@acu.ac.uk](mailto:kirsty.scott@acu.ac.uk)