

## The ASI Symposium series

Template for the report to be submitted by the organizers within 1 month of the organisation of the Symposium. Report may please be sent to ASI Secretary at [secretary@astron-soc.in](mailto:secretary@astron-soc.in)

1. Full title of the ASI Symposium
2. Dates of the Symposium
3. Name and address of Proposer(s)
4. Address of the Venue
5. Number of participants with details about professional status (Students, Post-docs, faculty members, Others), gender information, etc.
6. Details of LOC, SOC, and main Contact person
7. Details of other sponsors who supported the meeting
8. Scientific programme of the Symposium including the type of contribution (review, invited, contributory)
9. Brief Report of the conference proceedings. If possible, please share the graphical representation of statistics including gender balance.
10. Whether any discussion sessions were held? If yes, details.
11. Links to Poster / Brochure of the Symposium, Website of the Symposium and Link to the Abstract booklet
12. Details of the Outreach event(s) organised
13. Please share relevant photographs including the Conference group photo, outreach events, sessions, etc.
14. Breakdown of overall budget utilization
15. Overall summary of the meeting
16. Report submitted by - Name and signature