



## Format for Report of Event on IEEE vTools IEEE Delhi Section

### Host Details:

<b>Primary Host Organizational Unit</b>	
<b>Primary Host contact Email</b>	

### Event Details

A.	Event Title (Specify: conference/ workshop/ lecture/Talk/ Any other)	
B.	Name of Organizing Institute	
C.	Name of Speaker Affiliation Email Address City Country	
D.	Date	
E.	Start Time	
F.	End Time	
G.	Venue	
H.	Whether there was a participation Charge (Yes/No)	
I.	<b>Participation - number of IEEE members and guests who attended</b>	<b>No of IEEE Members:</b> <b>No. of Guests:</b>
J.	Whether Students were Invited (Yes/ No)	
K.	Whether there was any participation charge (Yes/ No)	
L.	Co-Sponsor Name (If any)	
M.	Event Description (In 200-250 words)	
N.	<b>Description:</b>	
O.	<b>Keywords:</b>	
P.	<b>Speaker Biography</b>	
Q.	<b>Photographs (3)- To be attached separately</b>	