**The report of your activity is mandatory.**

**Please make sure that you give proper information and send in the summary of the participant survey. We need to collect the numbers and the results of the participant survey for the reporting to our supporters. Please hand in your photos as separate files.**

Remarks:

* If you made a video, please feel free to share it with us.
* In case there are people in your photos and/or video, you must have their agreement that Science on Stage can publish the photos and/or video on its website as well as on its social media channels. Please **don’t include children or underage youths** in your pictures and/or video.

**Report of your activity**

Name of the event:

Date:

Venue:

City:

Country:

The event took place as part of or in cooperation with another event:

Yes  No

If yes, name of the other event:

Organisation behind the other event:

Target group of the event (teaching subjects and age group they teach)?

Number of participants:

Training hours provided:

**Short report of the event** (1000–3000 characters including spaces)

This text will be uploaded on the blog on our website. Please write in full sentences.

What happened where and when?

Who had been involved in the organization?

Who attended the event (target group)?

Who was the presenter/trainer (name, institution, country)?

What was the topic of the event?

Outline the agenda of the event/workshop/webinar.

**Please fill in the form below and send it together with digital copies of your invoices (all documents in one pdf) via email to coding@science-on-stage.eu. Science on Stage can reimburse up to €500 per event.**

Name:

Surname:

Institution:

Country:

Email address:

Name of the event:

# Costs: Please give the currency of the invoice

|  |  |
| --- | --- |
| **Item** | **Price** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total amount** |  |

With my signature I confirm that I do not receive the (partial) refund of the above-mentioned item(s) from any other institution (e.g. for tax reasons, from other supporters, etc.).



Location, Date Signature (upload scanned image)

**Your bank account:**

Owner of the bank account:

Name of the bank:

Bank address (only needed for non-German bank accounts):

IBAN:

BIC: