**\*\*Template Use is Mandatory\*\***

**<Event Name (Cambria 16pt)>**

**<Location (Cambria 16pt) >**

**<Date (Cambria 12pt)>**

<Summary and purpose of the workshop (Cambria 11pt) (can be updated from application)>

**MathSciNet Classification**

2 or 3-digit classification code: XX-X

5-digit codes - up to three in order of descending order of relevance:

1) XX-X-XX

2) XX-X-XX

3) XX-X-XX

<Classification codes may be searched for here: <http://www.ams.org/mathscinet/freeTools.html?version=2>>

**Fields of Research** **(FOR) code**

6-digit codes - up to 3 codes in descending order of relevance:

1) XX-XX-XX

2) XX-XX-XX

3) XX-XX-XX

< Classification codes may be searched for here: <http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument>>

**Organising Committee (Cambria 14pt)**

* **<Title> <Name> (affiliation) (Chair)**
* **<Title> <Name> (affiliation)**
* **<Title> <Name> (affiliation)**
* **<Title> <Name> (affiliation)**

**Topics Covered**

<Summary of topics covered>

**Special presenters**

**<Title> <name> (<affiliation>):** <biography of speaker>

**<Title> <name> (<affiliation>):** <biography of speaker>

**Report**

<approx 350-500 words discussing the topic of the workshop and its relevance, current advances and impacts, any findings of the workshop, etc. Please address the outcomes in relation to the aims of the workshop as identified in the original application. Examples available on request.

This section should be suitable for publication in the AustMS Gazette, the annual AMSI workshop booklet and online>

**Summary of Participants**

1. Detail on spreadsheet template
2. Did attendance meet the estimates in your application? If not, why?

**Organisers’ opinion of success**

<Discuss the success of the workshop in relation to the purpose of the workshop>

<Were you pleased with the female attendance? Do you think the measures in place created a bigger female attendance at your event?>

<Attach as separate documents>

**Appendix 1 – Event feedback**

<A summary of feedback from the event>

**Appendix 2 – Attendees**

<Electronic copy of list of delegates: on template.

AMSI and AustMS will not divulge this information to others.>

**Appendix 3 - Program**

<Electronic copy of program>

**Appendix 4 - Financial breakdown**

<Including:

* Sponsorships, including in-kind
* Scholarships offered and taken
* Fees charged
* Itemised income and expenditure.>

**Appendix 5 –Please attach your workshop photos for AMSI.**