



Flinders University
Overseas Conference Scheme
CNHS Guidelines for Preparation of Reports

The following guidelines are offered to assist staff members to prepare reports on return from Overseas Conferences with financial support from the Overseas Conference Scheme. Completed reports should be emailed to cnhs.operations@flinders.edu.au

1. NAME AND POSITION

Details of your appointment at the University (i.e. Name, Classification, Academic Organisational Unit)

2. CONFERENCES ATTENDED

Give details of the conference(s) attended and of your participation in the proceedings (e.g. the title of any papers or poster sessions you presented, the topic of sessions you were invited to chair etc.)

3. OTHER ACTIVITIES UNDERTAKEN

Describe briefly any other academic activities undertaken during the period granted for attendance at the conference (e.g. visits to laboratories, library holdings or other institutions)

4. FINANCIAL ASSISTANCE

Briefly summarise how the OCS funding support was utilised and attach photocopies of all relevant documentation in support of travel.

If the amount received from other sources exceeds the cost necessarily incurred by a staff member in attending the conference, the staff member will be required to refund part of the total grant allocated by the Overseas Conference Scheme.