**SEARCA TRAVEL GRANTS PROGRAM (STGP)**

**Travel Report Template**

1. **Event Highlights**

*Provide a brief background of the event attended (i.e., rationale, venue and date(s) covered, objectives, event highlights), as well as on the grantee’s participation to the event (i.e., profile and affiliation, and summary of paper presented).*

1. **Observations and Lessons Learned**

*Discuss your key observations and lessons learned from attending the event (focusing on the event’s topic, resource speakers, and execution). How is the topic of the event relevant to your field? Was the event able to meet its objectives? What are your key learnings from the event/discussions?*

1. **Recommendations**

*Provide your recommendations on how the event could be improved e.g., in terms of topic, resource speakers, and format.*

1. **Plans and Application**

*Discuss how your participation to the event will help you and how you intend to use/apply your learnings.*