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| URC | | HOSTING A CONFERENCE REPORT R&I32 |
| Instructions | |
| * Please attach a list of all participants, including the organisation that they are representing. * The Faculty Financial Officer is to complete Section 7: Financial Statement of Income and Expenditure. * Please submit the final report in .pdf format to: [researchfunding@uct.ac.za](mailto:researchfunding@uct.ac.za) | |

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| 1. Conference name |
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| 2. Conference date and venue | | | |
| Date |  | Venue |  |

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| 3. Keynote / Guest speakers | | | |
| Name | Keynote (K) or Guest (G) | Designation | Organisation |
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| 4. Participants |
| Please attach a list of all participants including the organisation that they are representing. |

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| 5. Lessons/benefits/special achievements |
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| 6. Future action (If relevant) |
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| 7. Financial Statement of Income and Expenditure (Faculty Financial Officer to complete) |
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| 8. Faculty/Departmental endorsement | | | |
| **Applicant** | | | |
| Name |  | Department |  |
| Signature |  | Date |  |
| **Head of Department** | | | |
| Name |  | | |
| Signature |  | Date |  |
| **Faculty Finance Officer** | | | |
| Name |  | | |
| Signature |  | Date |  |