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| URC | HOSTING A CONFERENCE REPORTR&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
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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) orGuest (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 |  |