**IUFRO Meeting Report Form**

Organizers of IUFRO meetings and IUFRO focal persons at IUFRO co-sponsored meetings, respectively, are kindly requested to fill in and return this form within two weeks after the meeting or by a given deadline by email (wolfrum@iufro.org). This information will be posted at the relevant IUFRO web pages and may be used for IUFRO News and the IUFRO Annual Report.

*(Note: Save this file under a new name and write directly into the form.)*

**1) IUFRO focal person/meeting organizer:**

*Name:*

*Function in IUFRO:*

*Email:*

**2) Meeting data:**

*Full title of the meeting:*

*Date and venue*:

*Meeting website:*

*Number of participants:*

*Countries represented*:

**3) Organization of the meeting:**

*All IUFRO Units involved*:

*Host organization(s) and sponsor(s)*:

*Study tour(s) to:*

**4) Meeting report** *(max. 100 words per paragraph)*

1. *Background information (meeting context)*
2. *Key issues discussed/latest findings in the field (bullet points or text)*
3. *Conclusions (if possible, summarize key conclusions across presentations):*
4. *Outlook to future activities (proceedings, future meetings, other):*

**4) Photos**

*Caption:*

*Credit (not protected by copyright):*

**5) Other information**:

1. *Communication activities (dissemination of information about the meeting; promotion of IUFRO)*
2. *Related publications /websites*