



Centre for Mathematics, Science and Technology Education in Africa (CEMASTE)

CONFERENCE/SYMPOSIUM REPORT FORMAT

Introduction

Annex VI provides a format for Conference reports. It is intended to be a reference when compiling such reports. The team compiling a conference report is required to adhere to the format as prescribed and ensure that all the 18 components of the report in the order in which they are listed below are included.

In addition, the font style should be **Times New Roman** with **Font size 12**. The text should be left justified with a spacing of 1.5 between the lines. The report should have page numbers at the bottom and centred on every page of the report except on the cover and copyright pages. From the table of contents through the list of Tables, the pages adopted should be lower case roman numbers while the rest of the document starting from the background should have Arabic numbers. Kindly adhere to writing as specified by the American Psychological Association (APA) manual including citation and referencing. In the event that the manual is not available the following link may be useful <https://owl.english.purdue.edu/owl/resource/560/01/>

1. Cover page (should have the following centred and spread to cover only one page)



Report Title (bolded)

By (not bolded)

Programme name (not bolded)

MONTH, Year (bolded)

2. Copyright page (new page, and should have the following centred and spread to cover only one page)

CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE)

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This report has been approved for circulation

Rubber stamp and signature (obtain from the Secretary)

Director's name,
Director, CEMASTEА

3. Table of Contents (new page, Heading 1, centred, not bolded and no numbering)
4. Acknowledgements (new page, Heading 1, centred, not bolded, no numbering and signed by the Director)
5. Executive Summary (new page, Heading 1, centred, not bolded and no numbering)
6. Abbreviations and Acronyms (new page, Heading 1, centred, not bolded and no numbering)
7. List of Figures (new page, Heading 1, centred, not bolded and no numbering)
8. List of Tables (new page, Heading 1, centred, not bolded and no numbering)
9. 1.0 Key Conference/Symposium Information (new page, Heading 1, centred, not bolded and numbered as shown)
Give key conference information that includes:
Conference/Symposium name, theme, dates, organiser, venue, sponsors, and exhibitors
10. 2.0 Overview (Heading 1, centred, not bolded and no numbering)
Give a brief overview of the conference
11. 3.0 Conference/Symposium Organising Committee (Heading 1, centred, not bolded and numbered as shown)
Provide a list of Conference/Symposium Organising Committee members
12. 4.0 Conference/Symposium Organisation Process (Heading 1, centred, not bolded and numbered as shown)
Provide a brief description of the Conference/Symposium process
13. 5.0 Conference/Symposium Participants (Heading 1, centred, not bolded and numbered as shown)
Provide the demography of the participants
14. 6.0 Papers Presented and Keys Ideas from the Presentations (Heading 1, centred, not bolded and numbered as shown)
 - 6.1 Papers presented (Heading 2, bolded, left justified and numbered as shown)
Provide the statistics of papers presented per theme
 - 6.2 Key Ideas from the Presentations (Heading 2, bolded, left justified and numbered as shown)
Give the main ideas arising from the presentations or per sub-theme (for conferences only)
15. 7.0 Speakers (Heading 1, centred, not bolded and numbered as shown)
 - 7.1 Opening Ceremony Chief Guest (Heading 2, bolded, left justified and numbered as shown)
Give highlights from the speech made during the opening ceremony
 - 7.2 Keynote Address (Heading 2, bolded, left justified and numbered as shown)
Give highlights from the Keynote address
 - 7.3 Closing Ceremony Chief Guest (Heading 2, bolded, left justified and numbered as shown)
Give highlights from the speech made during the opening ceremony

16. 8.0 Conference/Symposium Evaluation (Heading 1, centred, not bolded and numbered as shown)
 - Provide a brief description of the evaluation conducted
 - 8.1 Mean Ratings (Heading 2, bolded, left justified and numbered as shown)
 - Provide the overall mean rating of the conference and highlight aspects rated highly as well as those not rated so highly. Include the graphic for the mean ratings of aspects
 - 8.2 Suggestions from Participants (Heading 2, bolded, left justified and numbered as shown)
 - Provide key suggestions from participants drawn from the evaluation
17. 9.0 Conference/Symposium Resolutions and Way forward (Heading 1, centred, not bolded and numbered as shown)
 - 9.1 Conference Resolutions (Heading 2, bolded, left justified and numbered as shown)
 - Provide conference evaluations
 - 9.2 Way Forward (Heading 2, bolded, left justified and numbered as shown)
 - Give a way forward following the conference/Symposium
18. 10.0 Appendices (Heading 1, centred, not bolded and numbered as shown)
 - 10.1 Appendix I: Conference/Symposium Program (Heading 2, bolded, left justified and numbered as shown)
 - 10.2 Appendix II: Conference/Symposium Paper Presenters (Heading 2, bolded, left justified and numbered as shown)
 - 10.3 Appendix III: Speeches (Heading 2, bolded, left justified and numbered as shown)
 - 10.4 Appendix IV: Keynote Address (Heading 2, bolded, left justified and numbered as shown)