

**Report on the  
XXIII SCECSAL CONFERENCE**

*Venue of the Conference  
City, Country  
Dates*

A member Association hosting the SCECSAL Conference must prepare a post-conference report<sup>1</sup> **within 30 days of the conference** and distribute it, in digital format, to all Chairpersons of SCECSAL member Associations and to LIS professionals through SCECSAL digital media platforms, i.e. SCECAL website and blog.

The report should use **Calibri 12pt** for all text, and Arial Rounded MT Bold for all the headings and subheadings. The title of the report should **14pt**, also be in **Arial Rounded MT Bold** and centred. All headings and sub-headings should be in **upper case**.

The report should include the sections outlined below.

## **1. BACKGROUND**

A brief background including the venue for the conferences, dates, official opening session and the names of the guests of honour, main/keynote speakers at the opening session and the programme of the opening session as an Appendix.

## **2. THEME AND SUB-THEMES**

Provide brief information on the choice and justification of the main theme and indicate the sub-themes covered by the conference.

## **3. PAPERS AND PAPER PRESENTERS**

This section should indicate data regarding the number of papers presented at the conference, number of presenters (indicating female and male), distribution of paper presenters by country of their residence/origin, and provide the names of the key paper presenters, i.e. keynote presenters, including their titles, qualifications and affiliation.

## **4. KEY ISSUES/OUTCOMES**

Provide a summary of the key issues in the library and information service and other related sectors, arising from the discussions during the plenary and parallel sessions. This could be

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<sup>1</sup> This report is separate from the book containing papers presented at the conference which should be distributed to all fee-paying participants during conference registration.

issues requiring the attention of the member SCECSAL Library and Information Associations or to be addressed at the next SCECSAL conference.

## **5. CONFERENCE RESOLUTIONS**

Insert the text of the resolutions adopted by the SCECSAL General Council.

## **6. PRE- AND POST SCECSAL EVENTS**

Report on the **key**<sup>2</sup> pre- and post- SCECSAL conference events focusing on capacity development activities such as training workshops, seminars, etc. Organizers for these events should be asked in advance to provide the following information (maximum 400 words or using a form for this purpose) immediately after the events:

- Title
- Goal/Objectives
- Target Audience
- Organisers
- Funders for the events (where applicable)
- Maximum three major outcomes of the event

## **7. CULTURAL EVENING AND OTHER SOCIAL EVENTS**

Brief report on the cultural event and tours. Indicate the names of the tours and where, the social events that were organized, the venue for the Cultural Evening and key activities held, the winners of the Cultural Evening dancing competition.

## **8. SCECSAL AWARDS**

Brief report on the SCECSAL awards – Author Awards, Excellence Awards and Best Paper Awards and list the awardees (awards, names, countries of origin). Regarding author award, also indicate the number of nominations that were received, and for the winners, list down their works. The titles of the best papers should also be indicated.

## **9. PARTICIPANTS**

Provide data on the number of participants (indicate the number of female and male) that registered for the conference and the countries where they came from. This could be presented in form of a table.

## **10. ANNEXES**

- Opening Session Programme
- Conference Programme

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<sup>2</sup> These should be events contributing to achieving the objectives of the SCECSAL Conference. Events just piggybacking on SCECSAL Conference are not eligible for inclusion in the report.

- Participants List (in form of a table at least indicating titles, names, official designations, contact e-mails and names of countries where they came from).