

Guidelines for writing your Travel Grant Report

Title: Conference description

Date of Travel: (eg. 1-8 January 2017)

Name of Travel Grant Recipient and affiliation:

Headline bullet points: These bullet points (between 1-5 as guidance) should be written to flag up key relevant highlights that will encourage a reader to continue exploring the report.

- Key learning points
- Key interactions
- What intervention or piece of information will you disseminate?
- Will any part of the conference directly impact on your practice or research?

Background: Text highlighting the organisational aspects of the visit: who attended: value of the event, etc (max 200 words).

Findings: Text that expands on the **Headline bullet points** and explains in more detail what/why/how/when the 'advance' could be put in to practice by consultants/researchers. This is the main text body of the report which may include: relevant financial info, action points, and sources of related information – anything that the Travel Grant Recipient thinks a member would find useful to put that 'Highlight' in to practice.

Personal Statement: This section should describe how the conference has impacted you and why it is (or will be) of particular interest to the HIS members

Acknowledgements: Please include any relevant individuals or organisations that have helped make this visit possible or especially worthwhile.