

Topical Discussion Meeting report

[Template]

A Topical Discussion Meeting aims at active participation or interaction between the participants. The participants work and discuss on a predefined theme or problem heading towards an outcome or target. A working meeting is a 1h informal afternoon meeting with NO abstract submission form and therefore NO poster contributions.

Name of the meeting:

Convener/s:

Secretary:

Date – Time – Room:

of attendees (approximate):

Speakers, if any (names and institution):

Form of TDM: Event Impact | Panel Forum | Service/Project Feedback | Other

Objective of the TDM

<please write here the initial objectives of the meeting>

Discussion highlights

<please indicate here highlights of the discussions – the presentations could also be mentioned explicitly – added as annexes>

Main conclusion of the meeting

<please write here the main conclusions of the meeting>

Annexes

<put in annexes additional relevant information such as participant list, minutes of meeting, presented material, etc.>