

## INTERNATIONAL PROGRAMMING FUND (IPF)

### POST-EVENT REIMBURSEMENT REQUEST AND FOLLOW-UP REPORT OUTLINE

In addition the information requested below, please attach (1) original receipts, (2) sign-in or attendance sheet where applicable, (3) copy of posters/flyers/emails for event promotion, and (4) Follow-Up Report.

Event name:

Event date:

Event venue:

Your name:

E-mail address:

Phone:

Your status @ Yale (please indicate one):

\_\_\_ Student - please indicate department/school \_\_\_\_\_

\_\_\_ Postdoc - please indicate department/school \_\_\_\_\_

\_\_\_ Other - please indicate \_\_\_\_\_

Name of Individual or Group to be reimbursed:

If individual, are you a U.S. citizen? Y / N

If no, please indicate your immigration status:

Individual's SSN for reimbursement:

**OR**

Group's TIN/EIN for reimbursement:

Follow-Up Report Outline - please give us a general overview in a short narrative form that includes the following:

- What happened on that day? What did you do? (Give a general overview with specific details.)
- How many participants did you have? Who (specifically) participated?
- How did you publicize (advertise) the event?
- Do you think the event was a success? (Did you accomplish your goals?) Why or why not?
- Is there anything you would have done differently to improve the success of the event - or even the event itself? Would you do this event again? Why, or why not?
- What advice would you give to someone who was planning a similar type of event?