**SUMMARY REPORT OF SEMINAR/CONFERENCE/MEETING ATTENDED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Submission:** |  | **Department:** |  |
| **Seminar/Conference/Meeting Attended:** |  |
| **Date and Place Conducted:** |  |
| **SUMMARY REPORT** |
| **Target Date for a Re-Echo Seminar (if applicable):** |  |
| **Target Participants:** |  |

Prepared: Noted:

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Employee Dean/Immediate Head

Approved:

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VP for Academic Affairs/Chief Administrative Officer