



General format and Instructions for contribution to CAPE NEWS

(Official newsletter of ISPAAE) *

www.ispaae.org.in

TEMPLATE FOR REPORTING OF ACADEMIC EVENTS/PATIENT WELFARE ACTIVITIES **BY ISPAAE MEMBERS (for submission to CAPE NEWS)**

Note: Kindly submit report write-up in the Times New Roman font size 12 with maximum word limit of 200 words

TO BE UPLOADED ON GOOGLE FORM (PREFERABLY)

at <https://forms.gle/Y5yn8U7Br4nrXHub7>

Title of the activity:

Name of the organizer(s):

ISPAAE membership no:

Affiliation of organizer(s):

Place of event/ Web Platform:

Report (text) (max. 150 words for physical events/ 75 words for web meetings) includes the objectives, numbers attending, the audience/ faculty, sponsors (if any), and organization under whose aegis/banner event organized.

Photograph (not required for Web meetings)

1. Please attach only one image (in JPEG, JPG, etc. format compatible to work with MS WORD). You may send 2-3 most representative photos of the event. However, only one photo will be finally selected by the editorial team.
2. Collage of multiple photos will not be accepted.
3. Please keep the resolution of image - a simple universal standard resolution of 900 dpi and 4 inches or above.

