**PHOTO**

# **Event # in 2020**

# Title of the Session

# Partners involved

|  |  |
| --- | --- |
| Date: |  |
| Avenue: |  |
| Objective |  |
| Main Speaker |  |
| Background on Event |  |

**Annex:**

1. Agenda
2. Participant List
3. Photos

**Minutes of Meeting:**

1. **Main Points of Discussion**

* Summarize the main points of the Presentation
* List important comments

1. **Outcomes**

* List the main outcomes what were the ky points / conclusions
* Maximum 6 bullets

1. **Next Steps**

* Please list when the next session will take place
* What follow up mechanisms were agree