

YP TALKS REPORT GUIDELINES

The YP Talks report is a brief document that contains the details of the session which is prepared by the student branch or the organizing and submitted to the YP Talks coordinator.

Procedures to submit the YP Talks Report

- The template for submitting the report and a sample report of YP Talks for references are available in website.
- The report must be submitted within **2 days** after the session.
- Only the details requested in the template needs to be added while preparing the report.
- The font and the size of font used must be same throughout the report.
 - Preferable font - Trebuchet MS
 - Font size - 12
- A minimum of 2-3 event screenshots (if online) must be included in the report. Screenshots of the session taken from **PC/Laptops** are preferred.
- The report template works best in Microsoft Word. This helps in ensuring that the report template doesn't omit any details.
- Make sure that the header & footer for the template is present and matches with the sample report.
- The report must be submitted in word (.docx) format.
- The report must be submitted to the YP Talks coordinator as a reply mail in the same mail which was used for all other communication.
- For any queries regarding reporting of the event, please reach out to the YP Talks coordinator.