Please use this form to provide information about the Education and Outreach activities that you have led. Requested fields are listed and described. Please fill in as much as you can and email it to ([jdura@nist.gov](mailto:jdura@nist.gov)) and Becky Ogg ([ncnraccess@nist.gov](mailto:ncnraccess@nist.gov)), or if more convenient, hand deliver a hard copy to Becky in the user office.

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| --- | --- | --- |
| **Requested Information** | **Explanation** | **Event Information** |
| *Event Date* |  |  |
| *Organizer Name* | Typically someone from bldg235 |  |
| *Event name* |  |  |
| *Recipient or Group name* | If possible, please attach a list of names and affiliations. It is fine to leave in any other information you have on the list unless there is a PII issue |  |
| *Recipient or Group Affiliation(s)* |  |
| *Number of attendees* |  |
| *Event Location* | Organization and division, e.g. NCNR or UMD Physics Dept. |  |
| *Event Type* | For Example: NCNR **T**our, **C**ourse, **S**cience **F**air, **Con**ference or Workshop, **M**entoring, **I**n-**S**chool **P**resentation, **N**IST **P**resentation (e.g. bring your Kids to work) **O**ther (please specify) |  |
| *Attachments (y/n)* | e.g. list of participants, Group photo, event announcement, write up etc. Include anything that has info that helps describe the event and its scope |  |
| *Assistants' Name and Role* | Typically, people from bldg. 235 who helped with the event, and their role, i.e. lecturer, tour guides, tour stop, co-organizer, etc. Feel free to add details if you wish. |  |
| *Event Description* | If you don’t have it as an attachment, a sentence or two that would help define what you did would be appreciated |  |

*JAD 1/8/2020*