

NSB World Business School Format for an Event Report

Name/Title of the Event:

Introduction

- Date of the event:
- Venue:
- Organized by:
- Purpose/Objective of the event:

Description of the Event

- Activities conducted (sequence and details)
- Main speakers/guests/honorees
- Audience/participants (number and profile)
- Highlights and key moments

Outcomes and Achievements

- Main results or achievements of the event
- Feedback from participants/attendees
- Media coverage (if any)

Challenges (if any)

- Any difficulties encountered and how they were addressed

Conclusion

- Summary of the event's impact
- Recommendations for future events

Appendices

- Photographs
- Copies of materials used (flyers, presentations, etc.)

Faculty In-charge

Student Affairs

HoP

Director