

Guidelines YES-DC Newsletter Activity Report

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General remarks:

About this document:

This is a document containing guidelines for Activity Reports for publication in the YES-DC Newsletter. These guidelines serve to help you to write your report. You can use the file 'Sample YES-DC Newsletter Activity Report.doc' as a template. In this document, space for the text in the form of a table is presented to indicate the usual length of a report. Examples of reports can be found in recent versions of the YES-DC Newsletter.

Procedure:

The author should send his/her report to YES-DC board member who organized the activity. You can also ask questions about the content of the report to him. He could also provide you with extra material, for example the slides of the presentations given by the speakers (when available). The organizer will distribute your report to the editors of the newsletter. They will check the report for textual errors and may contact you in case the text is not clear. It is advised to send the report within two weeks after the activity in order not to forget too much information.

Language:

It is very much appreciated if you take into consideration the foreign members of our association by writing your report in English. However, if this is inconvenient for you, the Dutch language can also be used.

Explanation sample file

Author:

Provide here your personal data. This will be used by the editors in case they need to contact you. Only your name will be published in the Newsletter

Title:

Give a short title to the lecture. Preferably, use the name of the activity as presented in the invitation. If necessary, extend the title to highlight the contents of the activity, e.g.

"Energy and Ethics: the philosophical foundation of renewable energy policies"

instead of only

"Energy and Ethics"

Introductory section:

Here, you should give a short description of the topic of the activity and the date. The information presented in the invitation is usually a good source for this. The relevance, actuality or importance should be stressed briefly here. Introduce the speaker(s) and their organization(s) and indicate also which part of the topic/viewpoint each speaker covers in his or her presentation.

Main sections:

Activity consisting of presentations and a discussion:

Divide the report of the activity in 2-4 sections. If there are two speakers, use two sections for the speakers and one for the discussion afterwards, i.e.

1) *Green Energy: John Edwards*

2) *Blue Energy: Michael Nicholson*

3) *Discussion*

In the discussion section, you should list one or two topics that have been addressed during the discussion. Give the viewpoint of the speakers and audience. Present a conclusion about the disagreement/agreement between speakers and audience.

In the last section, you have also the opportunity to make one or two short remarks about the activity itself (presentation of the speakers (e.g. enthusiast, lively etc.), reaction of the audience, the drinks afterwards etc.).

Other types of activities (e.g. excursions)

For an excursion or other type of activity, the division in sections can of course be adapted to your needs. However, please apply the format described in this document as much as possible.

Quotes

Please provide three quotes directly from the speakers or from the main body of your text that characterize the viewpoint of the speakers. Examples:

“For companies, there are ample opportunities to perform research and development activities to meet the European goals”

Rein Willems: “Within Shell, the existence of global warming is not a point of discussion”