

**GHANA SPACE SCIENCE & TECHNOLOGY
INSTITUTE (GSSTI)**

Trip Report
(Submit within 7 days after return)

1 General Information

- Name of Staff: _____
- Designation: _____
- Department/Centre: _____
- Conference/Workshop Name: _____
- Organizer: _____
- Location: _____
- Date of Event: _____
- Date of Travel: _____

2 Purpose of Attendance

Briefly state the objective of attending the conference/workshop. How does this align with the Institute's goals and your role?

3 Discuss Key Sessions and Learnings

Provide an overview of the key topics covered, highlighting significant presentations, research, or discussions relevant to your work. Mention any new technologies, methodologies, or collaborations discussed.

4 Contribution/Participation

Describe any papers or posters presented. Mention participation in panel discussions, workshops, or networking sessions.

5 Potential Applications and Benefits to GSSTI

Discuss how the knowledge gained can be applied to current or future projects. Include recommendations for the Institute based on insights from the event.

6 Collaboration and Networking

List new contacts or institutions engaged with. Mention potential research or project collaborations.

7 Challenges and Areas for Improvement

Highlight logistical or technical challenges faced during the trip. Provide suggestions for improving future travel and participation.

8 Action Plan and Next Steps

Outline follow-up actions required, such as further research, new collaborations, or internal knowledge-sharing. Provide recommendations for future participation in similar events.

9 Supporting Documents

Attach relevant materials such as presentation slides, brochures, or official reports.

Signature: _____

Date of Submission: _____