**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:

1. **Purpose of Attendance**

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

1. **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.

1. **Contribution/Participation**

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

1. **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

1. **Collaboration and Networking**

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

1. **Challenges and Areas for Improvement**

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

1. **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

1. **Supporting Documents**

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

Signature:-------------------------------- Date of Submission: --------------------