**Branch Report Template & Tips for Writing *Biologist* Reports**

**RSB branch event reports** provide highlights of regional activity for other members, and act as an advert for the branch and their activities. For your report to be considered for publication in *The Biologist*, please provide all the information required in the template box and read our hints and tips on writing an engaging report. Please return your report to [regions@rsb.org.uk](mailto:regions@rsb.org.uk)

**Template:** [**Download MS Word template**](http://rsb.org.uk/images/Branch_Report_Template.docx)

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| **Branch name:**  **Event title/report heading:** |  |
| **Date:** DD/MM/YY |  |
| **Event report:** (please stick to word limit of **250-300** words)  **Author:** (please include title and membership grade)  **Photographs:** (please provide captions and attach separately as a high definition jpeg)  **Photograph details/credits:** |  |

**Report Tips:**

* A good branch event report provides details of the branch’s activities but can also **highlight an interesting scientific topic or research to readers**. It should encourage and inspire interest in the branch and their activities.
* Avoid repeating information that will appear in the title of the report, e.g. the name of the event, the branch that organised it, or the date it happened.

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| *i.e.* |
| ***Sept 4th - Honolulu Branch AGM at Honalulu House*** |
| *On Thursday 4th September the Honolulu branch gathered for its annual AGM at Honalulu House.* |

* If there was a talk or presentation during your event, please **provide some highlights of the content**.

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| * *What did you or the other attendees learn?* |
| * *Does the speaker, host or guide conduct interesting research that readers might want to seek out?* |
| * *What was the main conclusion or take-away message of the talk or event?* |

* If **resources or videos** from the event will be made available, please provide links or details.
* **Make a note of some interesting questions** that were asked, or **remarks made by the chair or organiser or speaker as they opened or closed the event.** These can provide a good summary of the key conclusions or discussions.
* Try to **bring the event to life** for readers: for in-person events, what did you see, hear, feel or experience? For virtual/ online events, what was the speaker or discussion like?

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| *e.g*  *“Holding the bees on their honeycomb frame was thrilling – and surprisingly heavy”.*  *“Dr Ferguson enthusiastically showed us a series of gruesome slides…”* |

* Tell us about **who attended** - where there any new members, youngsters, or special guests?
* Many branch reports are often described as ‘enjoyable and informative’ or end with the same line: “A most interesting event.” **Be creative** with adjectives and descriptions! To end the article, perhaps reinstate the take-home message of the talk, highlight areas for further research, or point the reader to further reading or resources should they wish to find out more.