ASME FutureME Programs Grant Results Report

Report submitted by: _____   Email: _____

Fill in the title, date and location of your ASME FutureME Program.

FutureME Program Name: _____

Organizing Group: _____

Date: _____

Location: _____

The following documentation must be included with this report:
Check the boxes of the items that are included.

☐ Summary of your FutureME Program
- Brief description of what the event was about, topics covered, people involved, overall impression and outcomes.
- How did the event fulfil SECD Mission, Vision and Strategic Objectives?

☐ Final FutureME Program Agenda
- Include names/titles of each activity and a brief description.

☐ Organizing team metrics
- Include the breakdown of early career engineers, students, senior professionals and faculty members.

☐ Attendance metrics
- Include the breakdown of early career engineers, students and senior professionals.
- Specify numbers by gender, age range, academic background and origin.

☐ Promotion Efforts
- Describe the different types of promotion media utilized to promote the event.
- In case of social media (LinkedIn, Facebook, twitter, etc.) provide metrics of success (visits, likes, shares, etc.). Include links and images of the sites.

☐ Lessons Learned
- What went well, what could be improved and how to improve the event.

☐ FutureME Financial report
- Detailed list of income and expenses, and final balance in US dollars.
- Listing of other sponsoring organizations and amounts committed.
- A statement of what the organizing committee will do with any financial surplus at the conclusion of the FutureME Program.

☐ Attendee Survey results (See Sample Survey) provide summarized raw data

☐ Multimedia Content
- Pictures that show the various activities during the event.
- Any type of innovative/creative graphic/visual material created that you consider worth sharing.

☐ Video or written content provided for use by the ASME ECE Programming Committee, if the additional $500 grant was requested.
- If video or written content is provided, please complete and submit the **talent release form** available on the ASME FutureME Programs Grant webpage.