Working Party Annual Report template

Period April 1, 2025 – March 31, 2026

Working Party reports should:

- Present information on membership and efforts in Young Professionals (YP) recruitment
- Clearly describe activities and outcomes
- Highlight collaborative efforts with other WPs
- Maintain scientific accuracy and clarity

Reports should not:

- Contain confidential information
- Include promotional or commercial content
- Repeat previously published text without updates

Specifications:

- Use this word document to create your report, keep the paragraphs and insert your information under each heading
- Recommended total length: 1,800–2,500 words
- Maximum length: 3,000 words
- Use Calibri 11 as font
- There is no need to sign the report

Please complete the *numbered* sections of the report below.

1. Working Party information / cover

(Length: 50–100 words)
Working Party name
Reporting period: April 1, 2025 – March 31, 2026
Optional: brief one-sentence description of the Working Party.

2. Chairperson and WP Organising Committee (WPOC)

- Chairperson
- Vice Chair (if applicable)
- Secretary (if applicable)
- Treasurer (if applicable)
- Subgroups (optional, if applicable)

- If subgroups exist, include:
    - Subgroup name
    - Number of participants
    - Chairperson(s)

Provide names and countries of above mentioned WPOC members.

3. Membership information

(Length: 75–150 words)

- Total number of members
- Countries represented
- Membership changes (new members, departures, deceased members)
- The Working Party has X members from X countries. X new members were welcomed in the reporting period.
- New YP members

4. Online and in-person meetings

(Length: 200–400 words)

Meeting summary (required)

- Dates and locations
- Meeting format (virtual, hybrid, in-person)
- Key topics discussed
- Decisions or outcomes

Meeting images (optional)

- 1–3 images recommended
- Provide captions and dates
- Images must be relevant to WP activities

5. Activities during the reporting period

(Recommended length: 600–900 words.)

- **Major projects and initiatives** (Ongoing or completed projects, key initiatives, standards or guidelines developed, and major outcomes.)
- **Scientific / technical progress** (If applicable: Method developments, validation studies, innovations, research findings, or technical work.)
- **Collaboration and partnerships** (Work with other ISBT Working Parties, external organizations, academic institutions, or industry partners, including outcomes.)
- **Education and outreach** (if applicable: Training initiatives, workshops, webinars, educational resources, or knowledge dissemination.)
- **Training / workshops / events** (Courses delivered, meetings organized, or conference participation.)
- **Other activities** (if relevant: Any additional work not covered above.)

6. Working Party publications

(Format: List or table)

Include:

- Authors
- Title
- Journal or source
- Year
- Link (if available)

7. Challenges and opportunities (optional)

(Length: 100–200 words)

Include:

- Barriers encountered
- Resource needs
- Opportunities for development

8. Summary

(Length: 100–150 words)

Include:

- Major achievements
- Impact of activities
- Key outcomes of the reporting period

9. Images and figures

- Please also send a separate headshot of the WP chair
- Images must be relevant to WP activities
- Provide captions and event dates
- Avoid low-resolution images (main content images should be at least 1200 × 800 px)
- Format: PNG, JPEG or SVG
- Maximum recommended: 3–5 images per report