1. Working either as a group or individually
2. As a group, say 4-5 conferences; as an individual, 2-3 conferences
3. The actual report
4. A short intro of your poster topic and the reason(s) you chose it.
5. Conference information
6. **Basic conference info:** name, place, date, URL, mode (virtual, face-to-face, or hybrid?); deadlines
7. **Cost:** conference fee, travel costs
8. **Topic:** Conference theme, subthemes, threads, etc. and where your poster would fit.
9. **Publishing opportunity:** conference paper? Proceedings paper? Open access available? If so, open access cost?

**I would prefer this written in prose (i.e., sentences) rather than as an outline.**