**[Seminar Title]**

**UNC Primary Convener(s)**: [Name, Department]

**UNC Co-Convener(s)** (if applicable): [Name, Department]

**Non-UNC Co-Convener(s)** (if applicable): [Name, Affiliated Institution]

\*Primary conveners will be added to the Carolina Seminars listserv. If any primary or co-conveners have changed throughout the year, please let us know so that our records can be updated.

In your annual report please address the following points:

* Strengths and weaknesses, including:
  + How did you respond/innovate because of COVID restrictions? Which innovations or adaptations will you keep, if any, once we return to in-person operations?
* Challenges and resolutions
* If events/meetings were cancelled, please explain why
* An overall assessment of the seminar over the past year (It may be helpful to review the requirements for conveners and reflect on how the seminar met or did not meet these requirements)

**Overview of Meetings/Events and Attendance in 2020-2021**

\*Please use this same format for all events/meetings

Date: (mm/dd/yy)

Title:

Speaker(s): (if applicable)

Co-Conveners: (if applicable)

Brief Description:

Attendance Count:

**Addendum**

If your seminar had an executive steering committee, planning committee, etc. Please provide a list of faculty involved that includes their name, title, and department.

**Marketing Materials**

If your seminar used any marketing materials (flyers, presentations) or photos of the event, we encourage you to submit these along with your Annual Report.