**For information - please delete this page from the report**

**IMPORTANT INFORMATION FROM THE WORKSHOP AND STANDING COMMITTEE GUIDELINES:**

All members of a standing committee need to have **individual membership of ISAG** throughout the time of service. If new committee members are not ISAG members when elected it is necessary to become so as soon as possible. Non-members will be removed from the committees.

The workshop Chair has to compile the report of the workshop and then circulate it to the members of the Standing Committee for any comment and revision. The report then has to be emailed to the ISAG secretary within the noted deadline.

**PLEASE EMAIL A WORD VERSION AND A SIGNED PDF VERSION OF THIS REPORT TO THE ISAG SECRETARY: ISAGsecretary@assochq.org**

**DEADLINE AUGUST 31st 2023**

A draft of this report will be available to all ISAG members on the ISAG web. Workshop participants are allowed to comment and may ask for revision. Such a request for revision has to be given including relevant reasons and arguments. The Secretary will send these requests to the Chair for dispute in the Standing Committee. The Standing Committee has to answer the Secretary within two weeks. If no comments from participants have been received within this time, the report is considered to be approved and published on the ISAG web.

For more information please see the committee guidelines and comparison test rules at [www.isag.us](mailto:www.isag.us).

**Title of Workshop**

**Organised by a Standing Committee:** YES NO

**Meeting information**

Date:

Time:

Number of participants:

**Chair**

Name:

Affiliation:

Contact email:

**Co-Chair (optional)**

Name:

Affiliation:

Contact email:

**Agenda**

Insert agenda

**Summary of the meeting**

Including votes, decisions taken and plans for future conferences

**New Committee chair**

Chair:

Term of service (*add years of first and second term of service*):

Affiliation:

E-mail address:

**New Committee co-chair** (optional)

Chair:

Term of service (*add years of first and second term of service*):

Affiliation:

E-mail address:

*Note: One term runs for two bi-annual conferences (i.e. four years)*

**New Committee members**

|  |  |  |  |
| --- | --- | --- | --- |
| Other committee members | First term of service (from year to year) | Second term of service (from year to year) | Email address |
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**Comparison test** (2020-2021)YES NO (If no delete the rest of this page)

**Duty laboratory**

Contact person:

Affiliation:

E-mail address:

**Comments (issues rising)**

**List of recommended markers with primer information**

**Duty laboratory for the next comparison test** with contact details

Contact person:

Affiliation:

E-mail address:

**Signature**

**Chair Duty laboratory (if applicable)**