



# LEARNING BRIEF

## HOW TO BUILD RAPORTEURING SKILLS

### Best Practices for Event Documentation

#### INTRODUCTION

Rapporteurs ensure that the proceedings and outcomes of the meeting are clearly recorded so that the reports can provide immediate value to the organizers and attendees. In most cases, rapporteurs are required to deliver the reports within a few days of the close of the event. This means that they must be well-prepared, listen keenly, be invested in the discussion, and take sufficient notes to create a concise and insightful report.



#### BEFORE THE EVENT

- ❖ Ask for the **event background information** e.g. project reports, event details
- ❖ Get familiar with the discussion **keywords, content, acronyms and brand** guidelines
- ❖ Read up about the speakers and their bios and review their presentations where possible
- ❖ Ask for the **reporting template** so that you can prepare your formatting and layout
- ❖ Review the **event sessions programme**
- ❖ Review your **equipment checklist**; ensure your voice recorder or smartphone recorder is working well, have a flash disk to collect presentations, notebook and more than 1 pen



#### DURING THE EVENT

- ❖ **Arrive early** and meet with the event organizers to review the programme in case there are some changes
- ❖ **Get a good seating location** where you can hear the speakers clearly and where there are limited distractions and interruptions; ensure there is an electrical outlet for laptop charging
- ❖ **Listen keenly** and type within the provided reporting template; use your notebook to jot down reminders and clarification needed for example titles, names; record audio with your phone or voice recorder and note down at which minute each presenter started
- ❖ **Take photos with your smartphone** even though there is a photographer on site; photographers can take up to 2 weeks to submit photos yet your report is due in days
- ❖ **Collect copies of all handouts** and PowerPoint presentations using your flash
- ❖ **Capture key explanatory information** rather than copying notes directly from the slides; focus on the Q&A sessions and comments/observations because this is the unique information required by organizers and you will not have access to it again if you have not captured it



## AFTER THE EVENT

- ❖ **Before you leave the venue, get key information that you did not capture** from the organizers or presenters; it is much harder to start requesting information when the event has ended
- ❖ **Take a picture or photocopy of the event registration form** as you will need to type out the list of participants
- ❖ **Start work on the report the very next day**; do not save it for a later date due to the memory loss that will begin to happen with each passing day even when you have written down notes

## EDITING YOUR REPORT

A good rapporteur must ensure that the draft report is written and edited professionally to ensure that it is well-received by the event organizers.

### Editor's checklist

- ❖ Use the format provided and improve it where necessary e.g. bolding major headings, using subheadings to guide the reader through the document
- ❖ Use the Styles feature in Microsoft Word to help you create an automatic table of contents
- ❖ Break up dense paragraphs with mini-headings
- ❖ Use smart art, text boxes and circles to visualize some of the written content
- ❖ Avoid writing narratives; concise bullet points are more informative in a rapporteur's report
- ❖ Check all names and titles, districts, **sub counties**
- ❖ Review all grammar and spellings using both Word spellcheck and a second tool like **Grammarly**; ensure you know which language the organizers prefer **–British** or American English
- ❖ Prepare an acronyms page
- ❖ Insert properly captioned high quality pictures

### Where to find more resources:

Impact and Innovations Development Centre [www.iidcug.org](http://www.iidcug.org)