**Experiment Summary Report Template for Online Submission**

**This experiment summary report template can be used to draft your report details and then copy and paste them into the online form.**

1. Report Title

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2. Authors

For registered SACLA users, enter the user card numbers only; both last and first names and affiliations are required of unregistered users.

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| --- | --- | --- | --- | --- |
|  | User Card Number | Last Name | First Name | Affiliation |
| First Author |  | - | - | - |
| Coauthor #1 |  | - | - | - |
| Coauthor #2 |  | - | - | - |
| Coauthor #3 |  | - | - | - |
| Coauthor #4 |  | - | - | - |
| Coauthor #5 |  | - | - | - |

Add more lines if needed.

1. Body (about one A4 page)

* Purpose
* Samples, experiment method, equipment used, experiment/measurement conditions
* Summary of experiment/measurement results

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4. Attachment (up to two files)

Acceptable file formats are JPEG (.jpg/.jpeg), GIF(.gif), PNG (.png) only.

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**Information provided below is kept private and will not be disclosed.**

5. Publication Schedule

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| --- | --- | --- |
| Type of Publication\*: | Journal/Conference title: | Expected Date of  Publication\*\*: |

\*Refereed Journals, Review Articles, Proceedings, Books, Awards, Patent, Others,

Invited Talks, Other Oral

\*\*within 3 months, 6 months, 1 year, 2 years, or more

If you are not sure when you will publish your results, specify the reason and provide the publication schedule.

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6. Comments and Suggestions

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