



# Guidelines for completion of Expedition report

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The following set of guidelines may not suit every expedition report, though where possible, the report should include as much information as possible to facilitate further expeditions and research in similar areas.

- 1 **Title of Expedition**
- 2 **An introduction to the history of exploration in the region**
- 3 **A general report, which may include some of the following:**
  - **Location**
  - **Language**
  - **Political History**
  - **Climate**
  - **Vegetation**
  - **Maps**
  - **Geology of the region**
- 4 **An expedition log**

## **Appendices to include some of the following**

- 1) **The Finances**, A full Income and Expenditure summary
- 2) **Logistics**, Government Liaison, Visas, Contacts, Transport etc.
- 3) **Equipment**, Underground, Surface, Performance
- 4) **Special Caving Techniques used (if any)**
- 5) **Medical Report**, Both pre and during expedition, medicines used, performance etc.
- 6) **Food**, quantities, observations
- 7) **Photographic Report**, equipment logistics, performance
- 8) **Communications used (Radios etc.)**
- 9) **Surveying**, Equipment used, performance and any maps produced
- 10) **Scientific Reports**

The report should be produced in printed form (Bound A4 hard copy) and on floppy disk(s) or CD