**Tool 6: Common communication formats**

* Traditional academic report
* Executive summary
* Visual report
* Infographic
* Oral presentation
* Group discussion
* Newsletter article
* Press release
* Brochure/handout
* Video

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| **Communication Format** | | | |
| **Traditional Academic Report** | | | |
| **Cost item** | **Unit price** | **Quantity** | **Cost** |
| 🞏 Inhouse expertise | …………. | …………. | …………. |
| 🞏 Staff overtime | …………. | …………. | …………. |
| 🞏 Outsourced expertise | …………. | …………. | …………. |
| 🞏 Compensation for participants | …………. | …………. | …………. |
| 🞏 Logistics (F&B, travel, etc.) | …………. | …………. | …………. |
| 🞏 Other: ……………………………… | …………. | …………. | …………. |
| 🞏 Other: ……………………………… | …………. | …………. | …………. |
| 🞏 Other: ……………………………… | …………. | …………. | …………. |

**Template to estimate cost of a communication format:**