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International Union for Quaternary Research

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Secretary General's Report for 2024

1. Management and dissemination of information

- a) Organized and prepared the agenda and minutes for the seventeen online and in-person meetings taking place during 2024 (09.01, 25.01, 26.01, 28.01, 05.03, 12.04, 12.04, 23.04, 08.05, 14.05, 12.06, 11.07, 28.06, 24.10, 21.11, 09.12) and took part in the lecture series of INQUA Congress 2027; attended other meetings related with the association.
- b) Build and maintain the INQUA member database; update the IC email database.
- c) To promote the membership, an invitation document is in progress to invite new countries to join.
- d) Prepared the call for the fellowship program, collected the applications, prepared the evaluation form, organized and attended the evaluation, and kept communication with the applicant, drafted the award letters, and informed the applicants.
- e) Prepared the call for vice-president position, prepared and arranged the interviews and evaluations.
- f) Sent letters to the IC informing the open calls and nominations.
- g) Prepared promotion materials and made them available to the board.
- h) Collected information, prepared content and distributed the monthly newsletter.
- i) Collected the documents for the medal and honorary members and the executive nominations and kept communication with the candidates.
- j) Collected and prepared information for the website, attended CMS in-person training, worked on the design and managed the website.

2. INQUA Reports and Proposals

- a) Collected the project report for the projects running and the new applications, replied to all emails coming to info@inqua.org and arranged Dropbox storage and dissemination of information among the board members.
- b) Summarized the INQUA projects, fellowships and travel grants in an Excel database.
- c) Prepared and sent out the award letter for the ongoing and new project applications.

Prof. Dr. Eniko Magyari, INQUA Secretary General

Magyari Eniko

24.03.2025