



Post Conference Briefing & ROI Worksheet

<your name here>

Session Worksheet

For your convenience, we have created this worksheet to help you take notes after sessions so you may record key takeaways, action items and estimated return on investment (ROI). These notes can be referenced in creating your post-conference trip report.

Session Title:

Session Format/Track:

Session Presenter(s):

Session Summary: <summarize session in your own words>

Major Takeaways: <describe concepts, techniques or tips that were learned or reemphasized>

Action Items Identified: <describe actions that you intend to pursue within your organization>

Estimated Return on Investment: <if possible, estimate the cost savings and return on investment by implementing the actions described above>

Repeat this section for all of the sessions you attend.

Professional Contacts

Include contact information for all presenters, attendees and exhibitors who may be useful to your organization.

Name:

Contact Details:

Discussion Description:

Repeat this section as appropriate for all contacts you meet and wish to follow up with.