Post-Conference Briefing
Worksheet

Use this worksheet to take notes so you can record key-takeaways and craft your ROI [return on investment] and post-conference report.

Name:

Session Title:

Session Presenter:

Session Summary: (in your own words, provide a summary of the session you attended).

Key Takeaways:

Action Items:

Scalable Idea:

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

Name:

Contact Details:

Discussion Description: