**Conference Title**

**Location and Date**

**Your Name and Institution**

**Introduction**

*Offer a general statement about the value of the conference to you and your work. Include a statement of gratitude for the opportunity to attend the event.*

**Networking**

*Who (institutional and corporate) did you meet and how will this connection be helpful in the future?*

**Wider Sharing**

*How did you share information from your work at your institution with others at the conference?*

**Strategic issues**

*How does the conference content relate to the strategic issues at your institution?*

*What specific actions are you taking to incorporate what learned into your own work?*

**Discovering solutions**

*What did you specifically hear about in terms of ideas, tips, tools, resources, etc., that you are bringing back to your institution that will have an immediate impact?*

*... or inform future decisions and program implementations?*

*What useful technology-related insights did you garner at the conference?*

**Improving Speaking Skills/Content Deliver**

*How did what you hear and see in the various conference presenters’ styles inform your own ability to speak and share information in the future?*

**Next Steps**

*How have you changed as a result of attending the event and what steps will you take to act on these changes?*