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**Event Summary**

Complete this worksheet for each presentation, course, lecture, or networking session you attended. The purpose of this sheet is to document educational experiences, action items, and estimated return on investment for each session.

**Type of session attended:**

Symposium

Oral

Poster

Award

Workshop

Plenary Lecture

Coulter Lecture

Short Course

Networking

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Session/Course Title:**

**Session/Course Presenter(s)/Instructor(s):**

**Session/Course Abstract:**

**Key Concepts, Techniques, and Tips:**

**Action Items:**

**Estimated Return on Investment:**

**Professional Contacts**  
Include contact information for all presenters and attendees you plan to contact.

**Name:**

**Contact Details:**

**Discussion and Potential Usefulness:**