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**Event Summary**

Complete this worksheet for each Technical Presentation, Short Course or Networking session you attend.

Purpose: To document educational experiences, action items, and estimated return on investment.

Complete one of these for each session attended.

**Type of session attended: (symposium, oral, poster, award, workshop, plenary lecture, short course, networking)**

**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 follow up with.*

**Name:**

**Contact Details:**

**Discussion and Potential Usefulness:**