



**PLEASE COMPLETE AND RETURN TO  
COLLEGE PRESIDENT, DISTRICT SUPERVISOR, OR DESIGNEE.**

## CONFERENCE REPORT SUMMARY

**Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Name of Conference:**

**Conference Location:**

**Date(s) of Attendance:**

**Date of Summary:**

**Goals for Attending Conference** (identify your objective for attending this conference):

**Major Takeaways** (describe concepts, techniques, tips that were learned or re-emphasized):

**Action Items** (describe actions that you intend to pursue to share the major takeaways):