**ESCA Summer Educational Conference Post-Event Report**

|  |  |
| --- | --- |
| Attendee Name  |  |
| Attendee Title  |  |
| Department |  |
| Event Summary |  |
| Event URL |  |
| Goals Met*Identify what was brought back to the organization relevant to your business goals as payback for the conference investment.* |
| 1. |  |
| 2. |  |
| 3. |  |

**Cost Summary**

|  |  |  |
| --- | --- | --- |
|  | Budget | Actual  |
| Registration Fee | $  | $  |
| Airfare  | $ | $  |
| Transportation | $ | $ |
| Hotel | $ | $ |
| Meals | $ | $ |
| Total | $ | $ |

**Conference ROI**

*Please reference the session you attended and the notes you took on-site. Insert additional session fields as needed by copying and pasting the table.*

|  |  |
| --- | --- |
| Session Title |  |
| Session Presenter  |  |
| Session Summary |  |
| Major Takeaways  |  |
| Actionable Items |  |
| Session Title |  |
| Session Presenter  |  |
| Session Summary |  |
| Major Takeaways  |  |
| Actionable Items |  |
| Session Title |  |
| Session Presenter  |  |
| Session Summary |  |
| Major Takeaways  |  |
| Actionable Items |  |

**Networking ROI**

*Include contact information for all presenters, customers, exhibitors, and attendees that would be useful for your company to contact post-event to address your business priorities.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Contact Details |  |
| Description |  |
| Name |  | **Contact Details** |  |
| Description |  |
| Name |  | **Contact Details** |  |
| Description |  |
| Name |  | **Contact Details** |  |
| Description |  |
| Name |  | **Contact Details** |  |
| Description |  |
| Name |  | **Contact Details** |  |
| Description |  |

**Exhibitor ROI**

*List exhibitors that you spoke with on-site for post-event follow-up that align with our business priorities.*

|  |  |
| --- | --- |
| Exhibitor Name |  |
| Solution of Interest |  |
| Contact Name  |  |
| Contact Information |  |
| Exhibitor Name |  |
| Solution of Interest |  |
| Contact Name  |  |
| Contact Information |  |
| Exhibitor Name |  |
| Solution of Interest |  |
| Contact Name  |  |
| Contact Information |  |
| Exhibitor Name |  |
| Solution of Interest |  |
| Contact Name  |  |
| Contact Information |  |

**Summary**

*Outline the ROI you and your company gained from attending the ESCA Summer Educational Conference.*