

**Meeting/Conference Recap**

*(Retain one copy for your personal file; give one copy to your supervisor and one copy to your respective VP)*

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| Name: |  | Position: |  |

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| Conference Attended: | |  | | |
| Sponsoring Organization(s): | |  | | |
| Location: |  | | Date: |  |

I attended the following sessions or presentations: (if applicable)

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I gained from this meeting/conference the following:

*(Summarize very briefly by using key words or phrases; if the meeting was unproductive for you, please indicate)*

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Specific ways (if applicable) in which I may use the information from this meeting:

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I have shared materials from this conference to the following individuals (list material s and individuals):

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