

CONFERENCE REPORT FORM

Employee Name: _____

Conference Name: _____

Conference Sponsor: _____

Conference Date(s): _____

Conference/Workshop Presenter: _____

REFLECTION

What are the most important concepts to which you were introduced that would benefit your colleagues?

Did this conference/workshop meet needs and expectations? Please explain.

How would the information you just gained be best shared with others in the district?

Would you recommend this conference/workshop to other district employees? If yes, what specific group would it most benefit?

Comments: _____

