

## MFOA Conference 2018 - Post-Event Report Template

[Attendee Name]

[Attendee Title and Department]

**Summary Evaluation of the MFOA Conference**

* Identify specific benefits to your municipality that you learned at the conference
* If you had a goal in mind when attending, recap your goal and what you did to achieve that goal
* Follow up on the specific information you hoped to find at the event in your request to attend, as well as knowledge gained that you hadn’t expected

**Knowledge gained at the MFOA Conference**

* Refer to your session notes, presentation slides, photos, social media posts, and knowledge shared between attendees
* List new information you’re bringing back, such as: in-depth technical know-how; new development approaches; tips to streamline your work; case studies of success to emulate; or promising new techniques and technologies
* Attach the list of sessions you attended to this report

**Information that may benefit my co-workers**

* List information that you plan to share with co-workers who could not attend, or technical expertise that you gained that you can teach to your team. Include any useful links for your co-workers such as the presentation slides available on the MFOA website after the conference
* List contacts made that you’re able to pass along to colleagues

**People, Companies and Projects of Note**

* List a few key contacts you made during the conference, such as peers, presenters/industry experts, vendors
* Include the contact’s name, business, contact information and a brief description of their value to your municipality/organization
* List vendors and products that interest you or might affect your municipality/organization; case studies of special interest, or projects similar to what you are working on

**Action Items**

* List the top action items to implement, such as: ideas for new approaches to problems; technologies to consider; training your employees or peers; case studies to share; or setting follow-up meetings with vendors or new business contacts