**Session and Exhibitor Trade Show Worksheet**



Customize this worksheet to outline the sessions you will attend and the MFOA learning theme(s) that match with your selections. Additionally, detail how these sessions will help solve any challenges you and/or department is looking to solve. You can use the second chart below to list the exhibitors you plan to visit.

**Sessions:**

I plan to attend the following sessions to strengthen my professional development. *(List the sessions you plan to attend as well as the MFOA learning theme(s) and how they will benefit you, your team and your organization)*

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| **Session Title and Learning Theme(s)** | **Benefits and Learning Outcomes** |
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**MFOA has 6 learning themes to help you target your learning needs.**

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|  **Accounting, Auditing, Financial Reporting** |  **Performance Management/Measurement** |
|  **Budgeting, Revenue Sources** |  **Risk Management** |
|  **Long Term Financial Planning, Asset**  **Management** |  **Strategic Management/Leadership** |

**Exhibitors:**

I plan to visit the following exhibitors to gain more information on the solutions and services available that will help me do my job better. *(Note: if your municipality is currently in the process of reviewing vendors this is a perfect opportunity to set up an appointment to preview a demo)*

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| **Exhibitor Name and Products or Service** | **Benefit of Visiting Exhibitor (How will this help you with your job?)** |
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