

# Post-conference planner



Conference name \_\_\_\_\_

Conference date \_\_\_\_\_

Conference location \_\_\_\_\_

**Big ideas:** List 2-3 big ideas you got from the conference

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete this section for each speaker and vendor and add additional pages as needed.

## Speaker recap

- Speaker name \_\_\_\_\_
- Topic \_\_\_\_\_
- Things I learned \_\_\_\_\_
- Things I want to learn more about \_\_\_\_\_
- Things to implement \_\_\_\_\_
- Slides/resources I need to download \_\_\_\_\_
- Other info \_\_\_\_\_

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- Other info \_\_\_\_\_

## Vendor recap

- |   |   |
|---|---|
| <input type="checkbox"/> Vendor name _____        | <input type="checkbox"/> Vendor name _____        |
| <input type="checkbox"/> What do they sell? _____ | <input type="checkbox"/> What do they sell? _____ |
| <input type="checkbox"/> Website _____            | <input type="checkbox"/> Website _____            |
| <input type="checkbox"/> Contact/rep _____        | <input type="checkbox"/> Contact/rep _____        |

# Post-conference planner



**Action plan:** *Are there people to connect with, vendors to call, follow-ups to make, projects to start or to-dos to be scheduled?*

## 30-days

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## 60-days

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## 90-days

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