Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Summary:

October 3-7, 2020, I attended the WEFTEC 2020 Conference in New Orleans, Louisiana intending to:

* Identify solutions to the problems I or my department faces today
* Identify new ways we can better perform at a lower cost over time
* Keep our finger on the pulse of the industry so that we know where it is going and how these changes will affect us
* Fulfill my continuing educational requirements to maintain my certification and;
* Establish contacts at other utilities, regulatory agencies, engineers and vendors that can help us continue to deliver high performance, consistent regulatory compliance and great value to our customers.
* (Other key drivers in your decision to attend WEFTEC)

Solutions:

I have identified a number of items that I feel can have great beneficial impact to our utility which are described as follows.

Existing Process Improvements:

(issues we are currently struggling with)

Leading Edge Concerns:

(i.e. new rule changes that are about to be implemented)

Networking Takeaways:

(new contacts, why they are important, who will follow up and when)

Trade Show Exhibit Takaways:

(information gathered from the Trade Show Exhibition about products and services of interest to your utility)

Program Ideas or recommendations inspired from the conference:

(what process or innovation is your utility currently doing that could be showcased at a future WEFTEC event, who will prepare and submit an abstract to cover this topic from your utility)

Action Items:

(who will do what and when; dissemination plan for briefing staff on information gathered; timeline for planning on next year’s WEFTEC)

Conclusions and Recommendations:

(Comment on the overall cost-effectiveness of the WEFTEC conference experience. Would you recommend continued attendance by yourself or others from your utility?)