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

Technical Session Worksheet

Use this worksheet to take notes after sessions so you may record key takeaways and potential action items. These notes can be referenced in creating your WETEC Follow-Up Report.

Session Title: (insert session title)

Session Presenter(s): (insert session presenters)

Session Summary:

(summarize session in your own words)

Major Takeaways:

(describe concepts, techniques, tips that were learned or re-emphasized)

Action Items Identified:

(describe actions that you intend to pursue within your organization and who you will need to assist in this effort)

Estimated Return on Investment:

(estimate cost savings and return on investment by implementing the actions described above)

{repeat this block for all sessions attended including the Opening General Session and technical sessions}

WEFTEC Trade Show ROI

List vendor solutions you researched and discovered at the Trade Show Exhibition for post-event follow-up that align with your utilities needs.

Exhibitor Name: (company you visited)

Contact: (name)

Contact Details: (title, e-mail, phone, address, etc.)

Solution of Interest: (product/service)

Description: (summarize in your own words why product/service is of interest and impact it may have on your utility)

Estimated Return on Investment:

(estimate cost savings and return on investment by implementing the actions described above)