

Session Worksheet

For your convenience, we have created this worksheet to help you take notes after Emergency Nursing 2019 sessions, professional connections, and exhibit floor experiences so you may record key takeaways, action items and estimated return on investment (ROI). These notes can be referenced in creating your post-EN19 conference trip report.

Session Title Number 1:

Session Format/Track:

Session Presenter(s):

Session Summary:

Major Takeaways:

Action Items Identified:

Estimated Return on Opportunity:

Session Title Number 2:

Session Format/Track:

Session Presenter(s):

Session Summary:

Major Takeaways:

Action Items Identified:

Estimated Return on Opportunity:

Repeat this section for all the sessions you attended.

Professional Contacts

Include contact information for all presenters, attendees and exhibitors who may be useful to your organization.

Name:

Contact Details:

Discussion Description:

Name:

Contact Details:

Discussion Description:

Name:

Contact Details:

Discussion Description:

Repeat this section as appropriate for all contacts you meet and wish to follow up with.

Exhibit Visit Report

Exhibit Visit 1:

Exhibit Contact:

What was learned from exhibit visit:

Exhibit Visit 2:

Exhibit Contact:

What was learned from exhibit visit:

Exhibit Visit 3:

Exhibit Contact:

What was learned from exhibit visit:

Repeat this section as appropriate for all exhibits you visited that were worthy of report and any follow up that you think would be of value.