

# Post-conference planner



Conference name

Conference date

Conference location

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

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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

- Vendor name \_\_\_\_\_
- What do they sell? \_\_\_\_\_
- Website \_\_\_\_\_
- Contact/rep \_\_\_\_\_
- Vendor name \_\_\_\_\_
- What do they sell? \_\_\_\_\_
- Website \_\_\_\_\_
- 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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