<your name here>

**Professional Contact Worksheet**

*For your convenience, we have created this worksheet to help you take notes during sessions so you may record Professional Contacts that may be useful to you or your organization.*

*These notes can be referenced in creating your post-conference trip report for Supervisor or Colleagues unable to attend.*

**Professional Contacts**

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

**Name:**

**Contact Details:**

**Discussion Description:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Contact Details:**

**Discussion Description:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Contact Details:**

**Discussion Description:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:**

**Contact Details:**

**Discussion Description:**

\*Repeat sections as appropriate for all contacts you meet and wish to follow up with.