**EXECUTIVE SUMMARY**

Brief overview of the conference, key takeaways and value obtained (1-2 paragraphs)

**CONFERENCE DETAILS**

Conference Name: AFP 2025

Date: October 26-29, 2025

**Location:** Boston, Massachusetts, USA

**Theme/Focus:** Ideas into Impact

**Cost:** [total actual cost]

**OBJECTIVES AND GOALS**

* Original objectives for attending (from email template)
* Assessment of how well these objectives were met – give examples

**KEY LEARNINGS**

**Industry Trends:** Key trends observed and their relevance to our organization

**Best Practices:** New methodologies, approaches, or strategies learned

**Competitive Intelligence:** Insights into competitors or market position

**NETWORKING**

**Key Connections Made**

**Name:** [Person's name]

**Organization:** [Company/Institution]

**Role:** [Position]

**Potential Value:** [How this connection might benefit our organization]

**Follow-up Plan:** [Specific next steps]

**SPECIFIC OPPORTUNITIES**

**Immediate Applications**

Actionable ideas that can be implemented right away

**Long-term Strategies**

Concepts requiring further development but promising significant value

**Product/Service Enhancement Ideas**

Specific improvements inspired by conference content

**RESOURCE RECOMMENDATIONS**

Books, tools, software or other resources discovered that merit further exploration

**PLAN TO SHARE CONTENT**

**How key learnings will be shared with the team/organization:**

* Team presentation date
* Documentation to be created
* Training opportunities

**VALUE ASSESSMENT**

Return on investment analysis comparing conference costs to projected benefits

**RECOMMENDATION FOR FUTURE ATTENDANCE**

Assessment of whether the organization should participate in this conference again

**ATTACHMENTS**

* Conference materials
* Presentation slides
* Relevant photos
* Business cards collected (or contact information)

**ACKNOWLEDGMENT**

A note thanking management for the professional development opportunity