Build your own conference plan.

Use this page to capture the sessions, booths, and conversations you don't want to miss. Keep it simple; three focused priorities each day can make all the difference.

Top priorities for the week.

1. Key sessions to attend:

   _____

   _____

   _____

2. Booths to visit:

   _____

   _____

   _____

3. People to connect with:

   _____

   _____

   _____

Daily snapshot.

MORNING	AFTERNOON

Day one.

NOTES

Day two.

MORNING	AFTERNOON

NOTES

Day three.

MORNING	AFTERNOON

NOTES

Ideas to bring back to my team

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_____

_____

Follow-ups after the conference

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_____

After the conference:

Turning insights into action.

The best conference takeaways are the ones that translate into momentum back home. Use the space below to reflect on what you heard, what resonated, and where small steps could make a meaningful difference for your teams.

Debrief with your team

Bring your notes, share a few key insights, and ask your team:
- "What problem does this help us solve right now?"
- "What resonates with our priorities? What doesn't?"
- "Where can we try something on a limited scale to learn what works?"

Identify one or two quick wins

Look for ideas that are achievable without major spending or structural changes, small improvements to workflow, governance, or communication often create the biggest early momentum.

Align insights to your priorities

- Map what you learned to your broader strategy. Which sessions reinforced your direction?
- Which surfaced gaps in data, staffing, or readiness that you may need to address?

Clarify next steps and owners

If something is worth pursuing, decide who should explore it, what questions they need to answer, and when you'll regroup to review findings.

Follow up with people you met

A short message, such as: "I appreciated our conversation; would love to continue it," can lead to meaningful peer connections long after the conference ends.