

ABA Technologies

# Conference Planner



## Conference Goals

Identify learning and networking goals for the conference



## Contacts

This log allows you to capture conference networking information



## Presentation Log

Capture date, title, CEs, and key take-aways from conference

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# Conference Planner

*Belongs to:*

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NAME

# CONFERENCE GOALS

*Identify both learning and networking goals for the conference*

Goal #1:

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Goal #2:

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Goal #3:

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Goal #4:

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Goal #5:

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# SCHEDULE

	Day 1	Day 2	Day 3	To-Do:
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00				
4:30				
5:00				
5:30				
6:00				
6:30				
7:00				
7:30				

# PRESENTATION LOG

Date:	Title:	CEs:
Key take-away:		
Action Step:		
Date:	Title:	CEs:
Key take-away:		
Action Step:		
Date:	Title:	CEs:
Key take-away:		
Action Step:		
Date:	Title:	CEs:
Key take-away:		
Action Step:		
Date:	Title:	CEs:
Key take-away:		
Action Step:		

# MEETING/PROFESSIONAL DEVELOPMENT LOG

Date:	Meeting with:
Discussion:	
Follow-up:	
Date:	Meeting with:
Discussion:	
Follow-up:	
Date:	Meeting with:
Discussion:	
Follow-up:	
Date:	Meeting with:
Discussion:	
Follow-up:	







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[info@abatechnologies.com](mailto:info@abatechnologies.com)

321.647.8540

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