

Trip Report: Mission Driven Performance Summit

Executive Summary

Attendee Name	
Attendee Title	
Department	
Conference Summary	<i>The Mission Driven Performance Summit, hosted by the Global Strategic Management Institute is returning for its third year. This dyanamic summit is specifically designed for mission driven organizations, featuring networking sessions, case studies and interactive presentations that will give you the insight to transform your company.</i>
Conference URL	www.missiondrivenperformance.org
Goals Met	
<i>Identify specifically what was brought back to the organization relevant to your business goals as payback for conference investment.</i>	
1	
2	
3	

Cost Summary

	Budget	Actual
Conference Fee	\$	\$
Airfare	\$	\$
Transportation	\$	\$
Hotel	\$	\$
Meals	\$	\$
Total	\$	\$

Session ROI

Reference the provided agenda or any notes taken onsite.

Insert additional session fields as needed by copying and pasting table.

Session Title	
Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	
Session Title	
Session Presenter	
Session Summary	
Major Takeaways	
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Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	

Business Relationships

Include contact information for all presenters, exhibitors and attendees that would be useful for your company to contact post-conference to address your business priorities.

Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			
Name		Description	
Contact Details			

Exhibitor ROI

List vendor solutions that you researched onsite for post event follow-up that align with business priorities.

Exhibitor Name			
Solution of Interest			
Name		Contact Details	
Description			
Exhibitor Name			
Solution of Interest			
Name		Contact Details	
Description			
Exhibitor Name			
Solution of Interest			
Name		Contact Details	
Description			

Summary

Outline additional details on the ROI value to you and your company. In your summary, we suggest offering to train others on what you learned and include the date/time of your planned briefing in the space below.