

Annual Meeting of The International Conference of Funeral Service Examining Boards Sample Summary Report

I. Send a Thank You note to leadership that includes:

- General information about meeting
- Goals and objectives including overview of what was learned
- Your appreciation for attendance

II. Educational Goals

The goals that I set before attending the Annual Meeting are:

- {list goals here }

My participation met all of these goals and also gave me the opportunity to discuss regulatory issues, obstacles, and best practices with fellow regulators and funeral service professionals.

III. Detailed Session Information

Name of Session:

Presenter:

Summary: {Summarize in your own words}

My major takeaways:

- {describe session, what was learned, and applicable to your board/organization}

Action items(s):

- {describe actions that you intend to pursue within your board/organization}

Repeat this for each session attended.

Networking Opportunities

Networking event title: {give description here}

(ex. Welcome Reception, District Meeting, etc.)

Event summary: {Summarize in your own words}

My major takeaways:

- {describe forum, best practices, and tips that were learned or re-emphasized}

Action item(s):

- {describe actions that you intend to pursue with information learned}