

# CUSTOMIZABLE TRIP REPORT TEMPLATE

## Executive Summary

<b>Attendee Name</b>	
<b>Attendee Title</b>	
<b>Conference Summary</b>	The Veterinary Technology Summit is the must-attend event of the year for veterinarian professionals looking to improve the productivity and profitability of their practices. Over the course of three days, attendees have the opportunity to choose from more than 50 sessions, learn from leading industry experts and exchange best practices with more than 600 peers and colleagues. Every member of a veterinary team who attends will gain critical new practice management skills, actionable insights into running a more profitable and productive practice, and great ideas for receiving even more value from their practice management investment.
<b>Conference URL</b>	www.vetsummit.com
<b>Conference Goals</b>	
<i>Identify the specific goals you achieved by attending the Veterinary Technology Summit and describe how meeting those goals will help repay your practice's investment in the conference.</i>	
<b>1</b>	
<b>2</b>	
<b>3</b>	

## Conference Cost Summary

	<i>Budget</i>	<i>Actual</i>
Conference Fee	\$	\$
Airfare	\$	\$
Transportation	\$	\$
Hotel	\$	\$
Meals	\$	\$
Total	\$	\$

## Training Session ROI

*Use this template to document the final ROI from each training session you attended. Feel free to copy, paste, and add to the notes you took during the conference using the ROI worksheet template.*

<b>Session Title</b>	
<b>Presenter</b>	
<b>Summary</b>	
<b>Takeaways and Action Items</b>	
<b>Estimated Impact on Our Practice</b>	

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