

# 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}