



## IRE POST-SHOW REPORT

Be sure to follow-up with your supervisor by reporting on your IRE experience. The following checklist presents suggestions to be included in the report.

### 2020 IRE POST-EVENT REPORT

- **Attendee Name**
- **Attendee Title**
- **Department**
- **Event Summary:** [IRE] brings all segments of the roofing construction and maintenance industry together for three days of face-to-face interaction, product review, education and networking.
- **Event URL** <http://www.theroofingexpo.com/>

### GOALS MET

Identify specifically what was brought back to the organization relevant to your business goals as payback for show investment.

- 1.
- 2.
- 3.

### COST SUMMARY

- Registration Fee \$
- Airfare \$
- Transportation \$
- Hotel \$
- Meals \$
- Total \$

### CONFERENCE ROI

Complete the following information for each of the education classes you attended.

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

### NETWORKING ROI

Please reference the notes you took onsite for your networking opportunities.

- **Met With**
- **Discussion Focus**
- **Discussion Summary**
- **Major Takeaways**
- **Action Items Identified**
- **Estimated Impact**