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.

2021 IRE POST-EVENT REPORT

• Attendee Name:
• Attendee Title:
• Department:
• Event Summary: The IRE brings all segments of the roofing industry together for three days of face-to-face interaction, product review, education and networking.
• Event Website: www.theroofingexpo.com

GOALS MET
Identify key things you learned at the IRE that can help benefit the company and/or improve the way employees can perform their job functions.

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: