



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.

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:**