****

**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.

**2018 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**

**Business Relationships**

Include contact information for all presenters, customers, exhibitors and attendees that would be useful for your company to contact post-event to address your business priorities.

* **Name**
* **Contact Details**
* **Description**

**Exhibitor ROI**

List exhibitor/solutions that you researched onsite for post event follow-up that align with business priorities.

* **Exhibitor Name**
* **Solution of Interest**
* **Name Contact Details**
* **Description**

**Summary**

Outline additional details on the ROI value to you and your company. In your summary, we suggest offering to train others on what you learned and include the date/time of your planned briefing in the space below.