A picture containing text

Description automatically generatedSTAR*EAST* Conference

April 24–29, 2022

[Attendee Name]

[Attendee Title and Department]

**Conference Summary Report**  
[Provide a summary of the specific information you hoped to find at the event as well as specific benefits and knowledge gained that you hadn’t expected.]

[Recap any personal or company goals identified in your request to attend and how the knowledge and experience gained at the conference will help meet those goals.]

**Relevant, Realistic, and Refined Information to Share with the Team**

[Refer to your session notes, social media posts, and insight gained from the knowledge shared between attendees. Attach the list of sessions you attended to this report.]

[List the new information you’re bringing back, such as: relevant in-depth technical know-how; realistic new development and implementation approaches; tips to streamline your work; refined case studies of success to emulate; or promising new techniques and technologies.]

[Include any relevant presentation PDF files from the conference proceedings]

**People, Companies And Projects Of Note**

[List a few key contacts you made during the conference, such as other attendees or conference speakers, and a brief description of their potential value to your organization.]

[List vendors and products or tools that interested you or might affect your company; case studies of special interest, or projects similar to what you are working on.]

**Action items**

[List the top realistic action items to implement, such as: ideas for new approaches to problems; technologies to consider; training your employees or peers; case studies to share; or setting follow-up meetings with vendors or new business contacts.]