



Post Show Report

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

- ✓ **Attendee Name**
- ✓ **Attendee Title**
- ✓ **Department**
- ✓ **Event Summary:** PaperCon is TAPPI's annual paper, board, and tissue conference which attracts executives and technical professionals from around the world. It is the largest technical program in the world and the largest industry trade fair in North America.
- ✓ **Event URL:** www.PaperCon.org

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**

PaperCon Post Show Report cont.

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. For each, include:

- ✓ **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.