

## WORKSHOP/CONFERENCE ATTENDANCE FORM

SESSION INFORMATION: Complete for every workshop attended at conference.

PLEASE PRINT

WORKSHOP TITLE: \_\_\_\_\_

DATE(S): \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

LOCATION (City, State): \_\_\_\_\_

CONFERENCE NAME: \_\_\_\_\_

WORKSHOP PRESENTER INFORMATION (Information on the presenter and their organization)

PRESENTER(S): \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ATTENDEE INFORMATION: Complete information on the lines below:

PRINT NAME (LAST, FIRST)		SIGNATURE		PERSONNEL NUMBER (EIN)	
REGION:		OFFICE NUMBER:		PROGRAM ASSIGNMENT:	

**BRIEFLY DESCRIBE THE WORKSHOP CONTENT BELOW INDICATING: FOCUS, KEY POINTS, ETC:**

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Please attach copies of handouts, notes, and an evaluation form from the workshop, if applicable.