

**DOCTOR OF EDUCATION (Ed.D.)
EPE7120 RESIDENCY SEMINAR
Conference Post-event Report**

Executive Summary

Attendee Name	
Attendee Title	
Department	
Conference Summary	
Conference URL	
Goals met <i>Identify specifically what you are bringing back from the conference that relate to your organisational goals and justifies conference investment</i>	
1	
2	
3	

Cost Summary

	Budget	Actual
Conference fee	RM	RM
Airfare	RM	RM
Transportation	RM	RM
Hotel	RM	RM
Meals	RM	RM
Total	RM	RM

(40 marks)

Parallel Sessions

Use the following panels to provide details of the Parallel Sessions you attended. You can add more session fields as needed by copying and pasting the table. (Minimum 5 parallel sessions)

Session 1: Title	
Date/Time	
Venue	
Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	
Session 2: Title	
Date/Time	
Venue	
Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	
Session 3: Title	
Date / Time	
Venue	
Session Presenter	
Session Summary	
Major Takeaways	

Action Items Identified	
Estimated Impact	
Session 4: Title	
Date/Time	
Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	
Session 5: Title	
Date/Time	
Session Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	

(5x5=25 marks)

Meeting Parallel Sessions Objectives

Choose any three (3) researches/studies you believe are very useful to be shared with your associates

Met With	
Discussion Focus	
Sessions Summary	
Major Takeaways	
Actions Items Identified	
Estimated impact	
Met With	
Discussion Focus	
Sessions Summary	
Major Takeaways	
Actions Items Identified	
Estimated impact	
Met With	
Discussion Focus	
Sessions Summary	
Major Takeaways	
Actions Items Identified	
Estimated impact	

(3x5=15 marks)

Research Links.

Include contact information for any five (5) either presenters/sponsors/attendee that would be useful for you to contact pertaining to post-event to address your research priorities.

Name		Contact Detail	
Description			
Name		Contact Detail	
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Name		Contact Detail	
Description			

(5x1=5 marks)

Summary

Outline additional details on the Parallel Sessions value to you and your institution. In your summary include your suggestions/plans to train others on what you learned and include the date/time of your planned briefing/in-house training. You are to include three objectives you wish to achieve from the intellectual discourse in the space below.

Part I: Insights

Part II: Event

Title :

Date/ Time/Venue:

Target Audience:

Objectives:

Budget:

Procedure:

(15 marks)

Certified Documents of Proof:

- Certificate of participation (presenter)
- Conference schedule
- Letter of acceptance (Conference and Journal Publication)
- Slides Presentation of study
- Copy of journal writes up.

(Compilation should be apt, neat and presentable)