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PROFESSIONAL LEARNING

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THE

# Conference Companion

Plans, conversations, and ideas worth keeping

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THREE DAY EDITION

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PRINTABLE WORKBOOK  
SELECTED PAGES | SAMPLE PREVIEW

# A place for the useful things

For conferences, conventions, workshops, and professional events in any field.

This notebook belongs to

Return contact

You do not have to capture everything. Keep the details that help you remember an idea, find a person, or decide what to do next.

## How the pages work

Plan the event once. Each day gives you a schedule, four generous session pages, and a reflection with a different focus. Use the shared pages for conversations, resources, decisions, and sketches.

| FIND IT                         | PAGES |
|---------------------------------|-------|
| Before you arrive               | 3-8   |
| Daily plans and session notes   | 9-26  |
| Conversations and working pages | 27-34 |
| After the conference            | 35-40 |

Print at actual size on US Letter paper. For two-sided printing, use long-edge binding. This is a writing workbook; its fields are not digitally fillable.

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# Plan the day

01

Get oriented and choose a focus.

Date

Today deserves my attention because

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TIME

SESSION OR COMMITMENT

LOCATION

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One question I want to ask

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Leave room for breaks, meals, and moving between rooms

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# Session 01

Capture what is useful. Leave the rest.

### Session title

## Speaker or facilitator

## Time and location

## NOTES AND EXAMPLES

## The point I want to keep

### A question, next step, or resource to find

# Carry it forward

A different lens for making sense of the day.

**What I want to remember when ordinary work resumes**

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**The first manageable step**

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**What I am ready to keep, explore, or let go**

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**A word or phrase for today**

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# Make the first move

Choose one idea and give it a small, specific starting point.

**The idea I will try first**

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**The smallest useful test or first action**

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**People, time, materials, or money needed**

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**What I will observe or use to judge the result**

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**Start date**

**Review date**

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