

Convention/Meeting Attendance Report

Name _____ attended _____
(name of convention meeting)

On _____ in _____
(dates) (city, state)

Name of Sponsoring Association _____

Are you a member of the association? _____

Are you an elected or appointed officer of this association? _____

If yes, what position do you hold? _____

Indicate whether you attended a: ___ national convention, ___ regional convention, ___ seminar,
___ workshop, ___ meeting, ___ other

Did you give a presentation at this meeting? _____

If yes, indicate the topic/title and describe briefly the content.

Indicate specific recommendations you would like to make as a result of your attendance at this meeting.

Faculty member presents one copy to the Vice President for Academic Affairs within 3 weeks after the meeting.