

## **Professional Meeting/Visit Documentation**

Documenting the exchange, identifying the facilities, recording the presentations, speakers and discussions, will be an invaluable resource as you and your delgation members plan future colabortations, publications and share best practices with your coleagues. The meeting/visit documentation will also serve as the educational validation for continuing education credits/units accreditation.

Date of the Meeting/site visit \*

Presentations, business cards, facility information collected? Please give all hard copy materials to your Delgation Leader. \*

Month Day Year

Yes

No

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If Possible, please collect any contact information and presentations