

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

CONFERENCE REPORTING FORM
(Attach to Final Expense Form)

This form is to be completed by individuals attending a conference. If more than one person from the district is attending the same conference, a combined report may be submitted. All reports are to be specific and complete. Reports may be used as reference materials for staff development, inservice meetings, workshops, and district study. After completion, please forward this report to your immediate supervisor.

Date Form Completed: _____

Name(s): _____

Position(s): _____

Date(s) of Conference: _____

Title of Conference: _____

Location of Conference: _____

I. List the Primary Objectives of the Conference:



II. Indicate the name(s) of the Keynote Speaker(s):

III. Describe the Topics Covered (be specific and complete):

IV. Outline how the conference benefited you and the district:

V. Employees are required to keep information from the conference at least two years after the conference if the district needs to reference this material. Please indicate below in general terms the material you are retaining in your file.