**Session Notes**

Use this guide to take notes during the conference. After each session or visit to the expo hall, take a few moments to jot down who you heard speak or talked to, key takeaways from the interaction, and potential action items. When you return home, you’ll have these notes to reference as you create a report for your manager of your conference activities and the value you gain from attending Contact Center Expo 2017.

**Session Block: \_\_\_\_\_\_\_\_\_\_ Presenter:**

**Topic:**

**Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes**

**Key learnings / takeaways**

**Action items**









**Session Block: \_\_\_\_\_\_\_\_\_\_ Presenter:**

**Topic:**

**Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes**

**Key takeaways for my role / company**

**Action items**







