

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Report on Conference Attendance

Name of Employee		Position or Subject
Name of Conference		
From	To	Location
Dates of Conference		

Summarize briefly the information you obtained by participating in this conference which would be of particular interest to you and/or other employees in your area. (Use additional pages if necessary).

How has this information been communicated to other staff members in your area?

Would you recommend staff participation in this conference if it were to be held again in the future?

Signature - Person attending	Signature – President/Division Head
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This form is to be completed and submitted to the college president or division head within ten days after the end of the conference.