

# SUMMIT 2023 POST-EVENT RECAP

## EVENT SUMMARY

Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select "Fill" from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

## EVENT DETAILS:

Dates:  
Location:

Total Number of Attendees:  
Total Number of Companies Represented:  
Total Number of Exhibitors:

Key Sponsors:

## CONNECTIONS MADE:

Name:  
Title:  
Company:

Name:  
Title:  
Company:

Name:  
Title:  
Company:

Name:  
Title:  
Company:

## DETAILS FOR NEXT YEAR'S SUMMIT:

Dates:  
Location:

## KEY HIGHLIGHTS

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**Session/Event:**

**Speaker:**

**Date:**

**Summary:**

- Consolidate tip-related information on a specific topic.
- Briefly explain why this session stood out.
- Get a speaker to explain the answer to a key question.

**Session:**

**Speaker:**

**Date:**

**Summary:**

**Session:**

**Speaker:**

**Date:**

**Summary:**

## KEY TAKEAWAYS

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**Session/Event:**

**Speaker:**

**Date:**

**Key Takeaway:**

*Summarize important points covered in the presentation. Things like, key insights, implications, recommendations, or next steps. Relate it back to your organization/department's strategic initiatives.*

**Session/Event:**

**Speaker:**

**Date:**

**Key Takeaway:**

**Session/Event:**

**Speaker:**

**Date:**

**Key Takeaway:**

## PLANT TOURS

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**Facility Name:**

**Key Highlights:  
Key Takeaways**

**Facility Name:**

**Key Highlights:  
Key Takeaways**

**Facility Name:**

**Key Highlights:  
Key Takeaways**

## SUMMIT 2023 EVENT DETAILS

### SUMMARY:

Chart your personal and professional journey as you embark on three days of impactful keynotes, presentations, roundtable discussions, breakout sessions, plant tours, and social events designed to expand your network and strengthen the community of Women in Manufacturing at all levels.

**WHEN: SEPTEMBER 25-27, 2023**

**LOCATION: SAN DIEGO, CA**

### IMPORTANT DATES:

**6/15/23**

- **Early Bird Registration Ends**

9/17/23

- Standard Registration Ends

9/18/23

- On-Site Registration Begins

Date:

To: [Insert first name]

Subject Line: Here's why I can't miss WiM Summit 2023

Hi [first name],

I'd like to request your approval to attend this year's WiM Summit in San Diego, CA, from September 25-27. I'll get hands-on learning opportunities, endless moments to network and connect with peers to find breakthrough solutions, and tons of business insights to bring back to the company. There's nothing quite like interacting with thought leaders, and visionaries.

Attending WiM Summit will be a great career development opportunity and an opportunity to represent the company among industry leaders and bring valuable information back.

Include Benefits to the Department/Organization

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Here's an approximate breakdown of conference costs:

- Airfare: \$XXX
- Round-trip transportation between the airport and hotel:
- Hotel: \$400 per night
- Meals: \$30 each
- Full conference registration fee: \$
- Total: \$X,XXX

I'll be sure to share more information, including sessions I plan on attending, along the way. After the event, I'll share a summary of major takeaways, best practices, and recommendations to optimize our \_\_\_\_\_.

Thank you for considering this request. I look forward to your reply.

Regards,

(Insert Name/Signature Here)