

# lightfair.

## LightFair 2020 Post-Show Report.

This is an example. Customize your own.

**Name:**

**Title:**

**Department:**

**Event name and website:** LightFair, [www.lightfair.com](http://www.lightfair.com)

**Event attended dates:**

**Event description:** LightFair 2020 brought together exhibitors, professionals, thought leaders and conference speakers from the lighting design and technology industry for 5 days in Las Vegas. The event included a comprehensive conference with 85 sessions, trade show with 500+ exhibitors and numerous networking events and opportunities.

I took X conference courses/ attended sessions in this conference track, visited several exhibitors and made great connections as noted below.

**Post-show summary report:** Customize this example based on what you experienced and learned at LightFair. Be sure to take notes as you explore the show.

Description	Benefit	Cost
Course or session title attended: Presenter/s: Summary: Handouts/reference materials attached	Objective or goal met, main insights gained, course materials received, action items identified, internal training and recap session scheduled for department on DATE and TIME. Speaker or industry contacts.	\$XX
Exhibitors visited Name: Website: Category: New products of interest: Key features and benefits: Contacts: <b>Highlight any LIA winners.</b>	Insights gained, factors and competitors to consider, product cost and benefit analysis, follow-up calls with A/ B/ C on DATE, TIME	\$XX
Networking events Event 1 Title: Description:	Connections gained, new learnings, areas to explore, X new leads	\$XX