



NAIS Annual Conference Planning & Sharing Template

There’s nothing like sharing the experience of the NAIS Annual Conference as a school team. Use this template to make plans together before the conference, to note insights during the conference, then to share and brainstorm after the conference.

Need more space to plan? [Click here](#) for an **editable Google doc**.

| Pre-Conference Planning | |
|---|--|
| Our group goals in attending the conference: | <ol style="list-style-type: none"> 1. 2. 3. |
| My individual goals in attending the conference: | <ol style="list-style-type: none"> 1. 2. 3. |
| Conference Notes and Insights | |
| I attended... | |
| I heard... | |
| I met... | |



| Conference Notes and Insights (Continued) | |
|---|--|
| Day #1 Top Takeaway | |
| Day #2 Top Takeaway | |
| Day #3 Top Takeaway | |
| Post-Conference Reflection | |
| I LIKE... | |
| I WISH... | |
| I WONDER... | |
| Action Items: Easy Wins | |
| Action Items: Long-Term Possibilities | |

Now share your group findings with other colleagues on campus!
Remember: You can access online content for 30 days post-conference.

