**IFMA’s World Workplace 2015 Worksheet**

**Prepare a Post-event ROI Report**

*Use this worksheet to outline the benefits of your attendance for your supervisor, or to help justify the expense of attending next year’s World Workplace.*

**❑** Summary of key themes, trends & practices discussed in the educational sessions.

**❑** Best practices, operational strategies & system notes from the facility tours.

**❑** Tips, insights & highlights from the opening & closing sessions.

**❑** Specific skill-building takeaways, checklists, practical strategies & action plans.

**❑** Benefits of pursuing a professional credential, gained from the CFM®, FMP® or SFP® informational sessions.

**❑** A list of new contacts, including why they’re important, what you learned from them on site and when you expect to follow-up with them.

**❑** Key product & service information gathered from the Solutions Arena sessions.

**❑** A list of product & service recommendations for your organization.

**❑** Innovative ideas, problem-solving solutions & “Ah, ha” moments.