

IASLC Education Committee Post-Meeting (Workshop or Webinar) Summary Form

Name and Date of Event:
Organizing Group(s):
Workshop/Webinar Liaison Completing This Form:

To the meeting organizer (IASLC Liaison):

As per IASLC policy, a final meeting report must be submitted to the Education Committee within eight (8) weeks of the conclusion of the IASLC-endorsed workshop or webinar. This form outlines the required elements of that final report. Elements that are required or optional are indicated in brackets below.

- 1. List the educational objectives of the conference and indicate whether these were fulfilled. [REQUIRED]**
- 2. Enumerate how the IASLC logo was used. [REQUIRED]**
- 3. Were IASLC application forms made available at the registration desk? [REQUIRED for Workshops]**
 YES NO
- 4. Provide the FINAL workshop or webinar agenda as an attachment [REQUIRED]**

5. **Provide the final number of registered participants (excluding faculty), their sub-specialty or expertise, and contact information (as an attachment) [REQUIRED]**

6. **Provide attendee and faculty feedback as an attachment. [OPTIONAL]**

7. **List any areas for future improvement of this workshop or webinar. [REQUIRED]**