  
A Model Consultation Summary Report

It is extremely easy for members and leaders of networks and partnership to “recall” the content of a consultation or conference in widely diverging (and sometimes distressing) ways. visionSynergy recommends that network and partnership leadership create a gathering **Summary Report** that can serve as a common data set, or shared referent, for all members. Below is a summary report format:

***Summary Report for the (NAME OF CONSULTATION/YEAR) and its actions.***

1. **Participant statistics** (Include basic statistics on whatever metrics you would like, including country representation, # of groups, whatever)
   1. We had XXX participants at this conference.
   2. Of those, approximately ## (XX%) were (define some important demographic).
   3. Of those attending, XX attended for the first time.
   4. We had XX organizations represented. (See the full list at the bottom of this summary)
   5. Due to the generous support of XX foundations, we were able to offer full scholarships to XX attendees.
2. **Executive summary**(Include dates of the consultation, theme, major presentations, special precautions made for security, topics and attendance at key break-outs, annual business meeting key decisions, etc. This summary can be about 1,500-2,000 words in three to five paragraphs.)
3. **Agenda summary**   
   (Use bullet points to include a very simplified version of the agenda; include titles of breakouts or seminars, etc.)
4. **Highlights**
   1. Condensed highlights from main presentations/reviews (to convey sense of the essential content presented to document it)
   2. Keynotes (to convey sense of the essential content presented to document it)
   3. Panel (Topic, members, very brief synopsis of the content)
   4. Organizations offering scholarships (recognized in thanks)
5. **Annual Business meeting actions**  
   (Use numbered bullets to detail items of business, next meeting dates, elections, special thanks for leadership, special thanks for financial help, etc.)
6. **Appendix/Attachment(s):**  Commonly added in an official appendix are
   1. Current Leadership Team members (List their names and if used, their terms and/or titles of office)
   2. A Directory of attendees
   3. A list of organizations represented
   4. A summary of evaluative comments and results of an official conference evaluation if one is made.