



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)
 - a) We had XXX participants at this conference.
 - b) Of those, approximately ## (XX%) were (define some important demographic).
 - c) Of those attending, XX attended for the first time.
 - d) We had XX organizations represented. (See the full list at the bottom of this summary)
 - e) 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**
 - a) Condensed highlights from main presentations/reviews (to convey sense of the essential content presented to document it)
 - b) Keynotes (to convey sense of the essential content presented to document it)
 - c) Panel (Topic, members, very brief synopsis of the content)
 - d) 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
 - a) Current Leadership Team members (List their names and if used, their terms and/or titles of office)
 - b) A Directory of attendees
 - c) A list of organizations represented
 - d) A summary of evaluative comments and results of an official conference evaluation if one is made.