**TO:
FROM:
DATE:
SUBJECT:** 2020 ASPE Convention & Expo Trip Report

**ABOUT ASPE 2020:**Advancing plumbing engineering for more than 50 years, the 2020 ASPE Convention & Expo is the ONLY industry event designed to showcase innovations in plumbing system design—where plumbing engineers, designers, specifiers and contractors can learn about the latest plumbing products, services, and design techniques.

Combining an extensive line-up of professional development sessions designed exclusively for plumbing industry professionals with the largest plumbing product tradeshow in the country, the 2020 ASPE Convention & Expo is the must-attend event of the year.

**MAIN PURPOSE OF ATTENDING:***State here the main reason(s) why you chose to attend the 2020 ASPE Convention & Expo.*

 **TOP THREE THINGS I LEARNED FROM ATTENDING THE 2020 ASPE CONVENTION & EXPO:**

|  |  |
| --- | --- |
|  |  |
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|  |  |

**SUMMARY OF EXPERIENCE:***State in this section your overall attendee experience. Was it worth your time and money? Do you wish you had more/less time there? What takeaways did you get out of attending the education sessions? How did you feel about the variety of products/services/equipment on display on the show floor? What did you learn by visiting some of the special show floor features (i.e. New Product Innovation Showcase, etc.)?*

**RECOMMENDATIONS:***Include in this section how you want to implement the knowledge you gained at the 2020 ASPE Convention & Expo at your company. Are there new products/services/equipment that you saw on the show floor that you want your company to purchase or research further? Also state here if you feel that other people should have attended or should attend the 2022 ASPE Convention & Expo.*

## COST BREAKDOWN:

|  |  |  |
| --- | --- | --- |
|  | Budget  | Actual |
| Registration Fee | $ | $ |
| Conference Fee | $0 | $0 |
| Airfare | $ | $ |
| Transportation | $ | $ |
| Hotel | $ | $ |
| Meals | $  | $  |
| **TOTAL** | $ | $ |

**NEW CONTACTS MADE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact 1 Full Name | Company Name | Title | Area of Expertise |
| Contact 2 Full Name | Company Name | Title | Area of Expertise |
| Contact 3 Full Name | Company Name | Title | Area of Expertise |
| Contact 4 Full Name | Company Name | Title | Area of Expertise |
| Contact 5 Full Name | Company Name | Title | Area of Expertise |
| Contact 6 Full Name | Company Name | Title | Area of Expertise |
| Contact 7 Full Name | Company Name | Title | Area of Expertise |