Post-event report

DUMMY DATA FOR TRAINING
Fictional event material for practice only.

Purpose

Summarise what happened at the fictional conference and identify follow-up actions.

Attendance

The working records show a small sample of attendees. Reconcile the workbook before producing a final figure.

Recommendations

Allow more time for questions, clarify parallel-session information and confirm accessibility arrangements earlier.

Area	Working conclusion
Programme	Mostly clear, but the parallel sessions need better signposting
Feedback	Useful responses, with a request for more discussion time
Follow-up	Review the action log before planning another event