

# *IT Training & Travel Intelligence*

Training and travel takes time and money. Let's make informed decisions by sharing information. Let us know where you went, what you did, and what you thought. While only the submission form is available at this time, new features will be added to it.psu.edu in the near future, that will enable us to share these reports with our colleagues across Penn State.

## *Your Information*

First Name

Last Name

UserID

Your access account ID.

E-mail Address

## *Where Did You Go?*

Title

Full title of event, conference, etc.

Event Link

Please provide a link to the event website (if available).

Type of Event

Select all that apply.

Conference  
Constituent Meet-up  
Seminar/Workshop  
Site Visit  
Trade Show  
Training  
Vendor  
Webinar/Online Tutorial  
Other

Focus of Learning

Select all that apply.

Administrative  
Communications/Marketing  
Customer Service  
Diversity/Teamwork  
Finance  
Leadership/Management  
Networking/Telecommunications  
Product Information  
Programming  
Project Management  
Server/Systems Administration  
Other

Start Date

End Date

*What Did You Do?*

**Describe It**

Tell us a little bit about the format and opportunities of this experience.

**Why Did You Attend?**

Tell us what prompted you to attend ... how did you make the decision to participate in this specific experience?

*What Did You Think?*

**Thoughtful Analysis**

Summarize how this experience did (or did not) meet your needs, expectations, and goals.

**In-Depth Intel**

If you've blogged or posted about this experience somewhere else, give us the link(s).

*Putting a Bow on It*

**Soundbite**

Give us the one or two sentence headline summary of the experience (140 characters or less, please).

**Afterthoughts**

Any additional comments, feedback, or last notes that others may find helpful?

**Rate It**

Tell us what you really think.

(Poor)

Can I Get a  
Refund?

(Okay)

Once Was  
Enough

(Good)

I'd Consider  
Going Again

(Great)

Sign Me Up  
For Next Time

(Excellent)

I'd Pay My  
Own Way  
(Okay, not really,  
but that's how  
much I liked it.)