**O’Reilly Velocity Conference**

**June 24-26, 2014 in Santa Clara, CA**

**Trip Report**   
 [Your Name]  
[Your Title and Department]

Summary Evaluation of Velocity 2014:

* Describe your overall impression of Velocity, touching on important trends and topics you observed.
* If you had a goal in mind when attending (i.e. why you went), recap your goal and what you did to achieve it.
* Follow up on the specific information you hoped to find at the event in your request to attend, as well as knowledge gained that you hadn’t expected.

Knowledge gained at Velocity 2014:

* Briefly recap the most notable information you gleaned from sessions, keynotes, and discussions with other participants.
* List new information you’re bringing back, such as: in-depth technical know-how; new analytic approaches; tips to streamline your work; case studies of open source or programming successes to emulate; or promising new techniques and technologies.
* Attach the list of sessions you attended to this report.

Information that may benefit my co-workers:

* List information that you plan to share with co-workers who could not attend Velocity, or technical expertise that you gained that you can teach to your team.
* Mention sessions you weren’t able attend. Some sessions may be included in the Velocity video compilation, which you can review following Velocity and share with colleagues.
* Include links to speaker slides and keynote videos that made an impression on you

People, Companies and Projects of Note:

* List any contacts made at Velocity that you are able to pass along to colleagues. Include peers, presenters/industry experts, vendors, etc.
* Include the contact’s name, business, contact information and a brief description of their value to your organization.
* List vendors and products that interest you or might affect your company; case studies of special interest, or projects similar to what you are working on.

Action items:

* List the top action items to implement, such as: ideas for new approaches to problems; technologies to consider; training your employees or peers; case studies to share; or setting follow-up meetings with vendors or new business contacts.