



**2012 MIDYEAR CONFERENCE – MINNEAPOLIS, MINNESOTA  
PROGRAM REPORTER**

1. Please arrive early to the session you will be reporting and introduce yourself to the Host and the Speaker(s).
2. Take notes that will assist you in writing a brief summary of the session. Review the attached summary session questions ahead of time to help identify important points to report from your session. The questions on the summary sheet are only a guide. Do not submit a list of answers to the questions.
3. When you return home, use your notes to write your summary. The summary should be no more than 300 words, one page, double spaced. If possible, review session summaries that have been written and appear in previous conference issues of *Court Manager* as a guideline.
4. E-mail your session summary by **Tuesday, February 28**, to:  
Lorie Gomez  
lgomez@ncsc.org

**Questions? Call Lorie at 757.259.1532**

SESSION SUMMARY FOR *THE COURT MANAGER*

Reporter: \_\_\_\_\_

Title of Session: \_\_\_\_\_

Date of Session: \_\_\_\_\_ Time(s) of Session: \_\_\_\_\_

Name of Speaker(s): \_\_\_\_\_

Speaker's Professional Position: \_\_\_\_\_

**Session Summary**

Please answer the following questions in your summary and submit by **Tuesday, February 28, 2012.**

1. Give a descriptive overview of the session.

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\_\_\_\_\_  
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2. What was the purpose of the session?

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4. List three to five key points you gained from the session. \_\_\_\_\_

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5. For managers interested in additional information, was a contact identified? If so, who, and what is their address or telephone number? \_\_\_\_\_

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6. Please list any references suggested for further information on this topic (articles, books, Web sites, etc.). \_\_\_\_\_

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