**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11825&utm_source=integrated-content&utm_campaign=/content/conference-planning-templates&utm_medium=Conference+Sign-in+Sheet+doc+11825&lpa=Conference+Sign-in+Sheet+doc+11825)CONFERENCE**

**SIGN-IN SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Information** | | | |
| **Title** |  | **Location** |  |
| **Organizer** |  | **Date** |  |

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| --- | --- |
| **Attendee Name** | **Attendee Signature** |
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*\*Your signature on this conference sign-in sheet confirms your attendance during the program session specified above.*

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| **This section is to be filled out by the organizer** |
| *List any observations and/or comments below.* |
|  |
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