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**TRAINING/ENGAGEMENT RECORD**

Save as: (a) date of event (YYYY-MM-DD), (b) name of the event, and (c) quick description of the training. For example: “*2023-01-27 HCAB Meeting BDD Demo*”

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| --- | --- |
| **Date:** |  |
| **Presenter:** |  |
| **Subject:** |  |
| **Event name:** |  |
| **Host:** |  |
| **Location (with address):** |  |
| **# Attendees:** |  |
| **Conference/meeting level:** | \**Options = International, National, State, Regional or Community/Local* |
| **Status:** | \**Options = Submitted, Accepted/Rejected, or Delivered* |
| **Purpose/objective:** |  |
| **Notes:** |  |