

**7.01:04 RECR 449 Out of Class Requirement  
A-15  
Shepherd University  
Recreation and Sport Studies  
Professional Conference Attendance Form  
CERTIFICATE OF ATTENDANCE**

Participant Name: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Website of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Dates of the Conference: \_\_\_\_\_

Session hours attended: \_\_\_\_\_

**I certify that I attended the conference. All information is correct as stated.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Program Sponsor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

1. Before attending the conference, check with your advisor to be sure that the conference meets the requirements for a professional conference.
2. Attach proof of attendance below (e.g., registration, cancelled check, name tag, conference brochure, etc).
3. You must attend four 1-1/2 hour sessions in order for the conference to count, or six (6) total session.
4. At conference, there is a presider or person who sits in the back of the room to hand out information or sign continuing education forms. This person can sign your form at the end of the session.
5. After the conference you will attach a written reflection report about your experience at the conference to this form and turn in to your advisor.

RECREATION, SPORT AND LEISURE STUDIES  
PROFESSIONAL CONFERENCE ATTENDANCE FORM

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SESSION TITLE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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