**TO:   
FROM:   
DATE:   
SUBJECT:** SpaceCom 2018 Trip Report

**ABOUT SPACECOM 2018:**SpaceCom (the Space Commerce Conference and Exposition) focuses on connecting NASA, aerospace, and commercial industries with an emphasis on common technology challenges and investment. The event distinctly unites public and private stakeholders involved in domestic and international space commerce with global business executives looking for competitive advantage and to expand space exploration through the application of available space technologies.

**MAIN PURPOSE OF ATTENDING:***State here the main reason(s) why you chose to attend SpaceCom 2018.*

**TOP THREE THINGS I LEARNED FROM ATTENDING SPACECOM 2018:**

|  |  |
| --- | --- |
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**SUMMARY OF EXPERIENCE:***State in this section your overall attendee experience. Was it worth your time and money? Do you wish you had more/less time at SpaceCom 2018? What takeaways did you get out of attending the education sessions? How did you feel about the variety of products/services/equipment on display on the show floor? What did you learn by visiting some of the special show features (i.e. NASA Center Theater, Entrepreneur Pavilion, Welcome Reception, etc.)? What did you learn by attending some of the co-located events (i.e. SpaceCom Entrepreneur Summit, Smart Conferences).*

**RECOMMENDATIONS:***Include in this section how you want to implement the knowledge your gained at SpaceCom 2018 at your company. Are there new products/services/solutions that you saw on the show floor that you want your company to purchase or research further? Also state here if you feel that other people should have attended or should attend the SpaceCom 2018.*

## COST BREAKDOWN:

|  |  |  |
| --- | --- | --- |
|  | Budget | Actual |
| Registration Fee | $ | $ |
| Conference Fee | $ | $ |
| Airfare | $ | $ |
| Transportation | $ | $ |
| Hotel | $ | $ |
| Meals | $ | $ |
| **TOTAL** | $ | $ |

**NEW CONTACTS MADE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact 1 Full Name | Company Name | Title | Area of Expertise |
| Contact 2 Full Name | Company Name | Title | Area of Expertise |
| Contact 3 Full Name | Company Name | Title | Area of Expertise |
| Contact 4 Full Name | Company Name | Title | Area of Expertise |
| Contact 5 Full Name | Company Name | Title | Area of Expertise |
| Contact 6 Full Name | Company Name | Title | Area of Expertise |
| Contact 7 Full Name | Company Name | Title | Area of Expertise |