**Getting Started: How to Add to Your Drive**

To add the conference session notes template to your Google Drive, first click File > Make a Copy. Give the file a name and then save it to a folder in your Google Drive. After you’ve done this step, you can always remove the blue instruction text.

Whenever you want to use the template, simply make a copy first, name the cloned file and then use this to keep track of your conference sessions notes.

**Conference Sessions Notes**



**Speaker Name:**

**Session Name/Topic:**

**Date & time:**



**Notes:**



**Key learnings from the session -**

**1.**

**2.**

**3.**



**Follow-Up Action items**

**1.**

**2.**

**3.**