

**Sample Conference Attendance Card**

*(this sample is applicable where manual stamps are used to confirm attendance)*

**Conference Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Number: CONF\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Presentation Title** | **CEU Value** | **CEU Designation**  **HSW or General** | **IDCEC Number** | **Attendance stamp** |
|  |  |  |  |  |  | **SE-** |  |
|  |  |  |  |  |  | **SE-** |  |
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**Continuing Education Unit (CEU) Verification**

Earn IDCEC approved credit for every “*Insert Trade Show Name*” seminar that you attend. All conferences that have an IDCEC approval number are recognized for CEU credit by the International Design Continuing Education Council and participating associations.

Have this card stamped by the program monitor at each education session. This will verify your attendance at the seminars. Do not lose this card or neglect to have the card stamped; this is the only proof of attendance that will be accepted as proof of completion of your CEU credit. If you have any questions on how to claim or register CEU credit, please contact your design association who is responsible for monitoring mandatory continuing education to fulfill membership requirements.