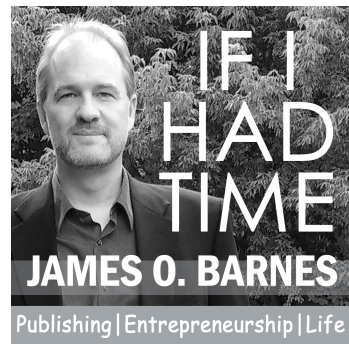


Attending A Conference Checklist



Pre-Conference:

- Determine what you want to get out of the conference.
 - Gain Information
 - Share information
 - Both
- Practice introducing yourself
- Practice your elevator pitch
- Remember to pre-register for a smoother check-in
- Remember to take. . .**
 - Smartphone, tablet with camera
 - Chargers
 - Business cards
 - If there is a conference app, download it ahead of time.
 - Snacks and a water bottle
 - Breathe mint or gum
 - Cash, even if you plan to only use a debit or credit.
 - Your book if you have one
 - Twitter #hashtag for the conference
 - If you're selling your book, have a payment gateway app set up.
 - Take notes: paper, phone, tablet, whatever works for you.
 - Create a list of questions that you might like to get answered.
- Create a plan of attack.** Review the schedule so that you know what you want to see and you won't have to stress about conflicting panels or workshops.
- Be confident and relaxed. You're going to a conference where a majority of the people attending are attending for the same reasons as you. same questions.
- Review the conference information. A lot about the conference will be online (Panels & Workshops, Programming, Speaker Bios, Events).

At the Conference:

- Check in early if possible, but not required.
- Participate, talk to other attendees, ask questions before, during, or after a panel.
Most panelists or speakers will be happy to answer your questions.
- Post on the conference social media sites.
- Take pictures
- Get the answers to your question list answered.
- Share/Swap/Get business cards and other handout information material.
- Allow time to organize your notes at the end of each evening or first thing in the morning.

After the Conference:

- Review the answers to your questions and take action.
- Input the business card information you gathered.
- Follow up with people you met through social media.
- Write a conference review and post it on your blog and link it to the conference site or social media.