

CHECKLIST

Maximizing Your Conference Experience Checklist

BEFORE THE CONFERENCE

- Identify a conference that best provides opportunities for your professional and personal growth

Conference: _____

Date(s): _____

Location: _____

- Search for early-bird registration discounts and special hotel room rates
- Complete conference registration
- Coordinate necessary flights and/or transportation reservations
- Secure hotel reservation
- Set conference goals for yourself
- Review conference program for sessions to attend and pre-register as needed

Notes: _____

DURING THE CONFERENCE

- Outline the conference sessions and events you will attend
- Network by participating in on-site activities and events with other attendees
- Reflect on your daily experiences
- Compile notes and follow-up opportunities

Notes: _____

AFTER THE CONFERENCE

- Evaluate your overall conference experience
- Provide any requested feedback to the conference planning team
- Schedule a meeting to share new information with your team members
- Send follow-up communications to new contacts

Notes: _____
