**Dr. Lovell’s CONFERENCE CHECKLIST**

**1. Pre-Conference**

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|  | Make travel plans early (flight, hotel, hostel, share rooms) |
|  | Register for conference with early-bird special; register as a student; look for volunteer opportunities |
|  | Plan schedule; review program or app |
|  | Make sure you have professional clothing and comfortable shoes; business casual |
|  | Identify a fun activity or place to visit in new city |
|  | Prepare elevator pitch; update LinkedIn; bring business/networking card (if have) |
|  | Prepare presentation; print poster; 2-3 min summary of research |

**2. During Conference**

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|  | Carry-on luggage; carry poster |
|  | Bring breakfast and snacks |
|  | Wear comfortable clothes + bring pen/paper or tablet |
|  | Take breaks, go for a walk, socialize (do the fun activity you identified pre-conference) |
|  | Network |
|  | Be professional at all times; limit or avoid use of alcohol and substances |
|  | Journal at the end of each day (1. Most exciting, 2. Concerns/questions, 3. People, 4. Bigger picture) |
|  | Sleep (bring eye mask, ear plugs, etc.) |
|  | Smile and enjoy; practice mindfulness; take deep breaths |

**3. Post-Conference**

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|  | Send follow-up emails within a few days following conference |
|  | Write tips/reminders for the future; share highlights of experience with friends, family, & mentors |
|  | Rest and relax |