

Last Minute Checklist Before Attending a Conference

By David Finch on October 14, 2009

Attending a conference can be a major boost to your network, as well as helping you meet both your personal and business goals. It also can provide an opportunity for you to have face-to-face meetings, and to be exposed to new technology, as well as the potential to connect personally outside of the conference setting. It's the perfect venue where anything can happen.

Individuals attend conferences everyday and have success stories of timely connections and client solutions. For many it's the highlight of year. However, without proper planning the ultimate experience can turn into the ultimate let down. One way to make sure your conference experience is a positive one, is to make sure you start off right. Here is my last minute checklist.

Last Minute Checklist Before Attending a Conference.

1. Make a list of the sessions you plan to attend and the people you would like to connect with.
2. Be able to explain what you do. Confidence can go a long way.
3. Make sure you have plenty of business cards.
4. Pack all the necessary power cords, batteries, adapters, etc.
5. Don't neglect your health: Vitamins and supplements can be your friend.
6. Check the weather. Not being prepared can be a added frustration.
7. Double check to make sure you've include all your content creation tools: video camera, still camera, audio equipment etc.
8. Cash, credit cards, airline tickets, debit cards are your friend, as long as you remember to bring them with you.
9. Know your travel itinerary. A missed flight is never a good way to start.
10. Don't walk out the door without a pen. [Here is what I use.](#) (Amazon Link)

There's my last minute checklist, what's on yours? Need more tips, check out Chris Brogan's, "[27 Things to Do Before a Conference.](#)"