



HOW TO GET THE MOST OUT OF A CONFERENCE

A Single 90-minute Webinar

3 KEY AREAS

What is the first step to having a productive, effective conference experience?

BEFORE THE CONFERENCE – PREPARE TO BE SUCCESSFUL

1. _____

2. Prepare your _____

- about _____ long
- what _____ you work in and your library
- a _____ of your job

3. Other steps you need to take or consider ***before*** the conference:

- Is there a way for you to be _____?

- _____ to others.

- If there is an _____ before the conference starts, attend.

- Know your _____

- o carefully review the _____

- o make room for _____

- _____
- _____
- _____
- _____

- build in _____.
- plan how you will handle your _____.
- Decide in advance how much _____ you will collect.
- Have some _____ in mind.
 - _____
 - _____
 - _____
 - _____
- Decide what you'll _____.
- Decide what you'll _____.
 - _____
 - _____
 - _____
 - _____
- Decide what you'll _____.
- Download the _____.
- Take a _____.
- Decide in advance how much _____ you will collect.

DURING THE CONFERENCE – MAKING THE MOST OF YOUR TIME

1. Keep reminding yourself how much _____ you will collect!
2. Be _____ about your time.
3. Use your planned _____.
4. _____ a session if necessary.
5. Write down three to four _____ from each session.
6. _____.

7. Don't just _____ with people you already know.
8. Record relevant information on _____.
9. _____ 😊.
10. Tag your _____ with the dedicated conference hashtag.
11. Don't forget _____.
12. _____.
13. _____.
14. Stay at a _____ if you're new.
15. Plan your stay around _____.
16. Take _____.
17. Wear your name tag where it's _____.
18. Be open to _____.
19. Explore _____ the conference – safely.
20. Don't carry your _____ outside the conference.
21. _____.
22. Have _____!

AFTER THE CONFERENCE – NOW WHAT?

1. _____ with relevant contacts.
2. _____ what you learned.
3. Clean out _____.
4. Send a _____ if relevant.

What are TWO things I will do regarding the “before, during, or after” the next conference I attend?

- 1) _____

- 2) _____
