

Conference Attendee Checklist

Goal	Steps	Target
Network before the event	Obtain list of participants	
	Contact peers	
	Ask for tips	
	Provide recommendations	
Preferred Sessions	<input type="checkbox"/> Prioritize sessions	
	<input type="checkbox"/> Follow up with missed presentations	
Vendors of Interest	<input type="checkbox"/> Make a list of vendors you'd like to meet	
	<input type="checkbox"/> Prioritize vendor meetings	
	<input type="checkbox"/> Visit competitors	
Learn Something NEW	<input type="checkbox"/> New Topic I have limited Experience on	
	<input type="checkbox"/> Participate in personal professional development sessions	
Maximize each session	<input type="checkbox"/> Notes on other's "lessons learned"	
	<input type="checkbox"/> Annotate resources shared	
	<input type="checkbox"/> Connect with other attendees	
	<input type="checkbox"/> Connect with presenters	
	<input type="checkbox"/> Identify how the lesson can be applied in your organization	
After Conference		
Organize notes	<input type="checkbox"/> Organize session notes while still fresh; allows for opportunity to ensure the notes are understood within context.	
	<input type="checkbox"/> Identify topics you'd like to learn more about, or trends your organization ought to be aware of.	
Follow up with connections made	<input type="checkbox"/> LinkedIn	
	<input type="checkbox"/> Email or phone	
	<input type="checkbox"/>	
Put into practice	<input type="checkbox"/> What resonated with you the most?	
	<input type="checkbox"/> How can you use that information to do your more effectively?	
	<input type="checkbox"/> What steps can you be taking today?	
Share key learnings	<input type="checkbox"/> Write a brief report	
	<input type="checkbox"/> Create a presentation	
	<input type="checkbox"/> Set up a presentation	
	<input type="checkbox"/> Share via email will list of takeaways	
Offer Feedback	<input type="checkbox"/> Complete post-conference survey	

	<input type="checkbox"/>	Provide constructive feedback, to include positive takeaways	
Organizational Gratitude	<input type="checkbox"/>	Thank your organization for the opportunity to attend	
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