

# Preparing for a Conference

## *Tips & Suggestions for the AMG Conference & Beyond*



### Reflect on Your Professional Goals

Conferences can be highly effective at helping you advance professional objectives. Whatever your goals, be intentional in the way you seek to advance your professional identity, contacts, & knowledge!

### Review Conference Materials & Plan Ahead

The range of activities happening during a conference can be overwhelming. Spend some time checking out the schedule to get a sense of what seems most interesting & relevant. Taking the time to prepare in advance will help you feel more relaxed & organized once the conference begins.



### Collaborate with Colleagues to Access Concurrent Sessions

Conference schedules are packed & it can be hard to choose between concurrent presentations. Ask your colleagues to spread out & attend different concurrent sessions. This will ensure maximum exposure to what the conference offers. You can then make time to debrief and share together.



### Introduce Yourself

-Expand your professional contacts! If it's difficult for you to approach others, work with an extroverted friend who can help with introductions. Remember that folks at conferences are there to mingle with like-minded individuals, just like you!  
-It can be intimidating, but connecting with presenters is also important. Look engaged during their presentation, & write down some interesting points you'd like to ask that person about after.



# Preparing for a Conference

## More Tips & Suggestions for the AMG Conference & Beyond



### Participate

Raise your hand, offer a comment, tell a story, give an example, reflect, & engage. Be an active participant! Much of the learning that takes place at a conference happens through sharing & interaction.

### Take Notes & Apply Key Learning

Write down a few key takeaways from each session you attend. Consider how you might use what you learned in your professional or personal practice. Set a goal to leave with at least one idea, tool, concept, etc. that you can utilize. Save your handouts for future reference!



### Engage on Social Media

Engage with conference organizers and conference goers on social media by live-tweeting, following the conference hashtag, liking and favoriting posts, etc. This can be another form of networking and to lead to new colleagues and contacts.



### Remember the Basics!

- Conferences often take place over large spaces - hotels, ballrooms, convention centers, etc. Consider wearing **comfortable footwear** so you can easily get around.
- While conferences often have hydration stations and sometimes meals, you may want to **pack your own water bottle and snacks** just in case.
- Don't forget your professional basics like **business cards** and a digital or manual **way to take notes**.

