

Pre-Conference Checklist



Before heading off to your next conference, check out our pre-conference checklist. With everything on this list, you'll be prepared to have a productive and effective event.

Checklist

- Business cards
- Phone and phone charger
- Laptop and laptop charger
- Hard copies of
 - travel documents
 - hotel reservations
 - meeting schedules
- Directions from hotel to the event venue (if not in the same building)
- One-pagers and company profiles
- Event attendee list
- A notepad and pen
- A backup copy of any presentations you are giving and a thumb drive with available space
- A PDF copy of your presentation
- Extra chargers and adapters like VGAs or DVIs
- List of bars/restaurants in the area to hold client meetings and/or dinners
- Map of the conference venue
- Download the event app (if applicable)