

THE ULTIMATE CHECKLIST TO GET THE
MOST OUT OF A CONFERENCE



CONFERENCE AND SUMMIT SUCCESS CHECKLIST

TO HELP LIMIT INFORMATION OVERLOAD :)

Conference and Summit Success Checklist

Pre-event preparation

- Research to find the events best suited to address your needs (virtual or in person).
- Identify your objectives and set your goals
 - Reflect on why you want to attend - what do you hope to gain?
 - Knowledge?
 - Find resources?
 - Meet other parents?
 - Get clarity on your child's course of treatment/therapies?
 - Set one goal in each of these areas:
 - Learning: What do you want to learn and why?
 - Connecting: Who do you want to meet and why?
 - Clarity: What questions do you need answered to gain clarity?
- Set up a note taking system before you begin the conference. Try [Evernote](#) and you can get an account for free.
- Create a list of the sessions/talks you want to attend. Write out questions you have on the subject matter if you have them.
- Create a list of the vendors you want to visit. Write out questions you have about their products/services
- Schedule the time in your calendar for post event review.

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During the event

- Stick to your plan, try not to be distracted by shiny objects;)!
- Take lots of notes and write down questions as you go so you don't forget them.
- Ask questions! Do NOT be shy. This is your opportunity to get your questions answered.
- If there is a Facebook group or other virtual group associated with the event, join and ask your questions there. This also gives you an opportunity to connect with others.
- Go to the networking events (or see above). Make sure you connect with the people you set out in your goals. You won't regret it!

After the event:

- Review all your notes to come up with your action plan.
 - Identify changes that you think you need to make now and discuss with your practitioner.
 - Identify the new treatments or therapies that you need to investigate further and schedule time to follow up with these new avenues.
 - Identify lab test or evaluations that you should do before executing any new treatments and discuss with your practitioner.
 - Set up appointments with the appropriate practitioners to execute on your plan.