



Conference Tips - Tips for Conferences Attendees

Attending a conference with other participants from your company or your industry opens up a world of opportunities for growth, learning and fellowship. Why not take a little time to plan ahead so that you can maximize the results from attending.

Set Goals Before You Go

Before you leave for the conference, write down some goals that you want to accomplish during the conference. These could include items about specific skills you want to hone, questions you want to have answered, people you want to contact, areas for which you want to have referral contacts, etc

Dress Efficiently

Hotels and conference often have great variations in temperature from room to room. So dress in layers that can be removed or added depending on the temperature. Wear clothes and shoes (low heels for women) that are comfortable.

Take Care of Your Body

While the excitement of a conference can get the adrenaline flowing, be sure to monitor how your body is doing. Drink plenty of fluids, but remember that coffee and other caffeinated beverages often cause "dry mouth." Try to stay as close to your normal eating and drinking pattern as possible even though it may be tempting to over indulge the alcohol, sweets, and rich foods. It's no fun being sick at a conference. Also remember that many venues have exercise rooms and spa pools and saunas.

Maintain Balance

With the excitement and over stimulation that usually occurs at conferences, it will be important for you to take measures to maintain your balance. Try to continue any routines that you normally practice at home. Arrange for a wake-up call or set an alarm to get up and take a morning walk/run. Bring your book of daily readings and your journal to the conference. Do a bit of yoga or other exercise in your room.

Network, Network, Network

A conference is a priceless opportunity to make yourself known and to get to know others. You've already set some goals that will get you started. Now be alert to other opportunities. Never underestimate the value of connecting with the "lesser known" participants -- it wasn't too many years ago that the keynote speaker was a "lesser known". Remember to listen to what others have to say, but you also have to offer something to the conversation if you want others to remember you. Don't make any commitments that you cannot keep, even though it is easy to get caught up in the high energy of the conference. We all know that what goes around comes around. So work hard at being helpful to others. Perhaps you can offer a kind word or a lead that might be useful.

Learn From Every Experience

You will learn much from attending a conference. There will be wonderful speakers with much to share. You will learn a great deal as you network with colleagues. And there will be some mistakes you make that will also teach you important lessons. Learn from every single experience that you have.

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