



Conference Tips -Tips when attending an external conference

1. Remove Yourself From Office Pressures

Let your work place function without you. If you must stay in touch, then check in at a set time- perhaps during your lunch break. Try to remove yourself as much as possible from "work", your email and your mobile phone.

2. Arrive at The Seminar Site Early

Arriving early familiarizes you with the venue and your surrounds. Gets you in the mood for learning and prevents the stress of rushing in.

3. Introduce Yourself

You obviously have something in common with your fellow attendees since you're all at the same event. Break the ice and say hello.

4. Bring Business Cards

Seminars and programs are great places for networking. Have your business cards ready for those people you meet.

5. Take Notes

It will help your comprehension to write down notes. Write down questions, too, as they pop up, so you'll remember to ask them later

6. Participate in Discussion

By doing so, you'll remember more of the material. Do you have a suggestion? Did you have a problem that you're solved? Share that information so others can learn from your experience.

7. Don't Hesitate to Ask Questions

Chances are if you have question or something isn't clear, you're not the only one puzzled.

8. Keep an "Actions Items" List

Throughout the seminar jot down ideas you can implement immediately when you return to the office. Share the ideas and your notes with your coworkers.

9. Extend the Learning

What can you do to reinforce what you learned in the seminar? Obtain a book on the subject? Refer regularly to your notes? Begin a discussion group on the subject with your colleagues? Consider ways in which you can keep the educational spirit of the program alive.