

Conference Attendee Pre-Arrival Checklist

Travel & Accommodation

- ☐ Book transportation to conference city
- ☐ Reserve accommodation
- ☐ Review local transportation options

Conference Preparation

- ☐ Register for the conference
- ☐ Download/print your ticket or badge
- ☐ Review event schedule and plan sessions
- ☐ Prepare elevator pitch/introduction

Packing List

- ☐ Packed conference attire
- ☐ Bring business cards
- ☐ Packed electronic devices & chargers
- ☐ Other essentials

Notes

--