

# Checklist to Enhance Your Conference Experience

## Pre-conference

- Personal Meetups - City Exploration:** Make a plan to meet hobby groups, friends, or family members to discover more of the city.
- Professional Meetups - Expand Network:** Reach out to peers in other districts and set up a lunch or happy hour meetup to network and share knowledge.
- Conference Program - Learning Adventure:** Identify sessions of interest and add them to your calendar for a personalized learning roadmap.
- Conference Activities - Secure Your Spot:** Sign up early for tours and workshops to ensure you don't miss out on valuable experiences.
- Expo Exploration - Navigate with Purpose:** Make a list of vendors to explore, and book meetings in advance. You can [book a quick District360 demo](#) with us.
- Business Cards - Networking Essential:** Print new cards or ensure you have enough for effective networking during the conference.
- Tech Essentials - Power Up for Success:** Pack chargers, power banks, and earbuds. Ensure everything is fully charged for seamless connectivity.
- Download the conference app**, if available.

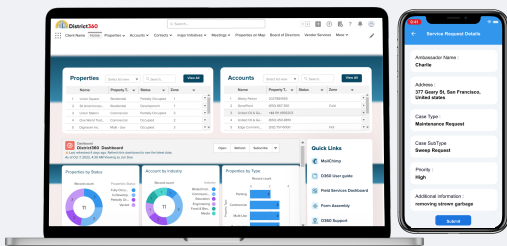
## At the Conference

- Expo Exploration - Discover New Vendors:** Explore the Expo Hall to discover new vendors, grab literature, enter raffles, and exchange business cards for valuable connections.
- Stay Updated - Flexibility is Key:** Check the conference schedule for any changes, adjusting your calendar and priorities accordingly to ensure you don't miss out on essential sessions.
- Freebie Collection - Grab Your Bag:** Pick up your conference and vendor swag bag for exclusive conference goodies and essentials.
- Tech Demo Registration - District360 and More:** Register for a District360 demo and any Special Advisory Sessions available to learn the latest trends.
- Active Participation - Boost Networking:** Actively participate in sessions, ask questions, and share thoughts to enhance your learning and expand your network.
- Session Notes - Key Takeaways:** Take notes during sessions, identifying 1 or 2 key takeaways or action items that can be immediately applied to your job or district.
- Claim Credits - Certified Experts:** Claim CEU/CM credits if applicable before leaving or inquire about the process for claiming them afterward to ensure you don't miss out on professional development opportunities.

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## Post Conference

- Post-Conference Follow-up - Building Relationships:** Prioritize reaching out to key contacts within a week to initiate relationship-building after the conference.
- Review Key Takeaways - Actionable Insights:** Review your conference notes for key takeaways and identify actionable insights you can apply to your job or district.
- Knowledge Sharing - Inform Your Team:** Share relevant information with staff, management, or the board. Determine actionable items to implement in your district or workplace.
- Reimbursement - Stay Organized:** Submit receipts for reimbursement to ensure timely processing of expenses incurred during the conference.
- Checklist Bookmark - Plan for the future:** Bookmark this checklist for future reference and check out upcoming conferences to stay informed about valuable professional opportunities.



Ready for a  
**quick demo?**

Scan the QR code to get in touch

