

# Checklist for Conference Presenters

## BEFORE THE CONFERENCE

- ☐ Acquire business cards from your department/program
- ☐ Read fellow panelists abstracts/papers if they are available online
- ☐ Be in touch with respondent/discussant about any changes you make to your paper
- ☐ Look over the conference program and consider inviting other presenters to your talk
- ☐ Create a dedicated reading copy of your paper if you will read it
- ☐ Make your slide show well in advance of your trip
- ☐ Practice your presentation! (With an audience, if possible)
- ☐ Be sure to time your practice sessions and cut accordingly
- ☐ Make at least one of your practice sessions a “dress rehearsal”

## TRAVELING TO THE CONFERENCE

- ☐ Never pack any essentials in your checked bags

## AT THE CONFERENCE

- ☐ Advertise your talk by attending others’ and telling them about yours
- ☐ Consider using social media to promote your presentation
- ☐ Check out the room you will be presenting in as soon as possible
- ☐ Plan to arrive to your presentation at least 20 minutes early
- ☐ Have back-ups of any technology (including the paper itself)
- ☐ Bring a bottle of water with you in case there isn’t any in the room

## AFTER THE CONFERENCE

- ☐ Follow up with others you’ve met using social media and/or email
- ☐ Consider posting your paper to a personal website
- ☐ Update your CV to reflect your conference attendance