



Conference/Event: _____

REFLECTION

My purpose of attending is to:

The investment of time, resources, and energy will serve me in the following ways:

Personally:

Professionally:

PREPARE

Once your registration is complete and travel plans are confirmed:

- Take 30 minutes to review the agenda, sessions and events.**

List the sessions and events, you want to attend:

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- Review the list of exhibitors.**

Exhibitors I would like to learn more about:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

- Reach out to your closest colleagues and see who else might be attending.**

People I want to connect with:

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<hr/>	<hr/>
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- Explore your associations that you are a member of to see if they are hosting a member-only meeting/event.**

My Associations are having meetings during these times:

Name of Association:

Meeting Time:

_____	_____
_____	_____
_____	_____
_____	_____

- Think about the experience you want to have, the amount of energy you can spend in a day, the learning outcomes you want to leave with. Just as important is to think about your break times to ensure you stay energized and present!**

Sample intention statements:

"I am going to attend every workshop at every time slot. Then sign up for all the socials! Can't wait for networking at full speed!"

"I need to walk in the mornings. Then enjoy a hot beverage at a local coffee shop. I'll attend two workshops, schedule lunches with my colleagues, and attend one social. Ease and flow."

"I'm attending all the sessions, visiting 3-4 exhibitors per day, and connect with my colleagues during two events. Then I am heading to my hotel room to absorb the learning in a quiet space."

My intention:

- Pack according to your action plan =)**

ENGAGE

- Sure, you have a plan and a pretty solid intention. And still, engage with grace. Do what you can, and also be flexible. Our lives not are a checklist and being busy for the sake of being busy doesn't lead to powerful connections and learning experiences. Have fun and incorporate extra doses of self-care while you are away from the office!**

FOLLOWING UP

People to follow-up with:

Handouts to get/share:

Tools/Resources to apply:

Other:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____