

Conference Catcher

An Organized Journal for
Capturing Ideas, Resources, and Action Items
at Educational Conferences, Trade Shows, and Events

Stephanie Chandler

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Conference Catcher

An Organized Journal for Capturing Ideas, Resources and Action Items at Educational Conferences, Trade Shows, and Events

By Stephanie Chandler

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KEY CONTACTS

Name: _____
Company: _____
E-mail: _____
Phone: _____
Location: _____
Website/Blog: _____
Social Media: _____
Where We Met (session, time of day, other details to help remember later): _____
Priority for Follow-up: **(high)** **1** **2** **3** **(low)**

Reason to Follow-up:

Conversation Recap:

Action Items:

*"Be generous with your colleagues and your competitors.
When people learn that they do well whenever they work with you,
they will be more willing to come to you with opportunities."
Michael Masterson*

TRAVEL TIPS

- Start by making a checklist of all items you need for the trip. This will help you stay focused when packing and will ensure that you don't leave any critical items behind.
- Use zipper-style plastic bags to separate shirts, toiletries, accessories, etc. Since you will likely be packing liquids, this will provide extra insurance against spills and leaks. You can also use the bags on the return trip for dirty laundry.
- Pack clothing and shoes around a common color scheme so you can mix and match. Beige and black are great foundation colors for a simple travel wardrobe.
- Pack a collapsible bag for things that you purchase on your trip, like souvenirs or learning materials and promotional items you bring home from an event.
- If you're heading to a seaside destination, pack a beach tote with sunscreen and sun glasses.
- Bring travel sizes of perfumes and toiletries or purchase them when you arrive.
- Pack a nightlight to use in your hotel room to save stubbed toes in the middle of the night.
- To save space and minimize wrinkles, roll clothes when you pack them.
- To avoid having your clothes smell like diesel fuel, put a couple of fabric sheets in your suitcase.
- Assemble a first-aid kit that includes insect repellent, pain and nausea medication, allergy medication, and safety pins. Also include adhesive bandages since they often come in handy for blisters following long days of trekking through events.
- Plan to carry prescription medications on board with you along with an extra change of clothes. Airlines lose luggage at alarming rates and if yours doesn't arrive for a few days, you could find yourself scrambling to fill emergency prescriptions or wearing the same clothes for two days.
- Dress in layers during travel for optimum comfort.
- Wear socks when traveling through airport security since shoes must be removed and those floors are dirty!
- Arrange airport transportation in advance so you won't have to haggle or hassle when arriving or departing.
- Request a hotel room on a higher floor to ensure a better night's sleep. Higher floors usually mean less street noise. These premium rooms are also in great demand, so ask for one early.
- Never trust the hotel alarm clock or wake-up service. Use the one on your cell phone or purchase a travel alarm clock.

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