



PETITE²QUEEN[®]

Conference Checklist

What You Need to Get the Most Out of Your
Upcoming Conference



Planning

- **Identify Sessions to Attend**
- **Understand Logistics** - airport to hotel to venue to offsite functions
- **Necessities** - weather, food, & transportation



Final Prep

- **Pack Business Cards**
- **Confirm Meetings & Appointments**
- **Schedule Your Agenda & Set Reminders**



Upon Arrival

- **Get Your Badge Early** - avoid the crowds
- **Familiarize Yourself With Venue**
- **Explore Surroundings**



Conference

- **Self Care** - get your rest & meals
- **Dress for Success** - professional with layers & comfort
- **Survival Kit** - charger, medicine, nail clippers, breath mints or toothbrush, & tissues



Don't Forget!

- **Bring Your Business Cards!**
- **Safe Storage for the Cards You Gather!**
- **Smile, Eye Contact, & Enthusiasm!**

Resources FOR CONSIDERATION

Business Card Apps

<http://p2q.link/bizcardapps>

Attending a Conference

<https://petite2queen.com/attending-conference/>

Sales Success Exhibiting at Conference

<https://petite2queen.com/sales-success-exhibiting-conferences/>