

General Guidelines on
How to Prepare
For a National Conference

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Here are a few tips to keep in mind that will help make for a smooth trip.

- Always check the weather where you will be going. Many times we forget to do this and we are unprepared for when we land.
- Before traveling try to google the closest pharmacy (CVS or Walgreen) and grocery stores near the hotel you are planning to stay at.
- Another great thing to remember is to always bring a sweater no matter what the weather may be. Many times air planes and conference centers are rather chilly.
- It is best to print out your itinerary ahead of time. This way you will be prepared and know where and when you need to be.
- Make sure you have scheduled a shuttle or taxi to take you from the airport to your hotel.
- If needed make sure you have made arrangements to get to and from the conference.



Sometimes is hard to know exactly what to pack, here are a few basic ideas to keep in mind.

- Comfortable clothes to travel in, shoes that are easy to get on and off. When going through security at the airport or at some government buildings you will be asked to remove your shoes.
- You will want to wear shoes and clothing that are comfortable, most conferences last all day so you will want to be as comfortable as possible.
- You might also want to bring with you your laptop, tablet or other note taking materials. Most conference will provide pen and paper but it is always a good idea to bring some as well.
- Although you will be staying in a hotel it is always a good idea to bring basic everyday materials such as:
 - Toothbrush/Shampoo/conditioner (see liquid restrictions below)
 - Small pillow and or blanket, books or magazines to read on the plane
 - Over the counter medication such as allergy, sinus, sleep, and pain relievers (traveling can sometimes take a toll on our bodies and we need to be prepared for that)

- Place liquids in individual containers with a maximum capacity of 3.4 oz./100ml
- All liquids, gels and aerosols in containers larger than 3.4 oz./100 ml must be packed in your checked bag.
- Place all liquid containers in a separate clear plastic, zip-top bag no larger than 8in x 8in (20cm x 20cm) or is quart size/1 liter
Items must fit in the bag comfortably so that it closes completely and must be submitted for inspection separately from other carry-on baggage.

How To Pack:

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- Airlines have size and weight restrictions for each passenger's baggage.
- You may bring one small carry-on bag plus one personal item per passenger as long as the carry-on bag does not exceed overall dimensions of 45 inches (length + width + height).
- The maximum dimensions cannot exceed any of the following measurements:
 - 22" long x 14" wide x 9" tall or 115cm (56 x 36 x 23 cm).
All carry-on items will be stowed in an overhead bin.
- Personal item - includes: purse, briefcase, laptop bag OR a similar item such as a tote.
 - The personal item must be smaller than your carry-on bag and must fit under the seat in front of you.
- Additional items that will be allowed above and beyond the restrictions listed above include:
 - Outerwear such as coats/wraps/hats
 - Book or newspaper
 - Small bag of food to eat on the flight - see guidelines for liquids
 - Approved safety seat for lap or ticketed child
 - Pillow or blanket
 - Umbrella stroller for lap or ticketed child
 - Diaper bag for lap or ticketed child
- Assistive devices for passengers such as wheelchairs, walkers, portable oxygen concentrators, and CPAP machines, etc.



- It is best to arrive at the airport at least an hour before your flight is scheduled to take off.
- You will need to have your picture ID (driver's license or Passport). This is so the airlines can make sure you are the owner of the tickets and make sure you are on the right flight.
- Once you arrive at the airport you will have to check in at your airline counter. They will be able to tell you if your flight is on time or if it is delayed. They will also give you a boarding pass that you will need so you are allowed to board your plane.
- It is best to wear comfortable clothing and shoes that are easy to take on and off. Because of new security, everyone has to remove their shoes before going through security. There are some exceptions to that rule.
- Remember you will be allowed one carry-on bag and one personal item bag
- Be prepared to remove the plastic bag with any liquids from your carry-on bag at the security checkpoint for separate x-ray screening.
- Medications, baby formula and food, and breast milk are allowed in reasonable quantities exceeding 3.4 oz./100 ml and are not required to be in the zip-top bag.
 - You must declare these items for inspection at the security checkpoint.
 - Screening Officers may need to open these items to conduct additional screening.
- Liquids that cannot be screened and cleared will not be allowed to remain in a passenger's carry-on baggage. Passengers may elect to place these items into checked baggage, if available, or dispose of them before entering the secure area of the airport.



- It is always a good idea to bring a breakfast bar or protein bar with you to the conference just in case you need a little snack between meals.
- When you are going to any conference, it's always a good idea to know the specific topics that will be presented on. You may reserve this information when you first registered for the conference or you may need to get online and look up more information on your particular conference.

- Once you have the list of speakers for the conference, research them as much as possible. In most cases the conference will provide a packet with the speaker's information in it.
- Set some goals for this conference,
 - What do you want to gain from attending this conference
 - How do you want to use the information you have learned
- Think about what speakers and panels you want to attend
- It is best to attend panels that you do not already know everything about.
- Try and participate in panels that you know will help you learn more.

At The Conference

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- Locate restrooms, vending machines, refreshment tables soon after arriving. It is always best to do these things before the conference starts so that you are not disruptive.
- Look over any information packets you received. In these packets there will normally be a list a speakers along with what time and where each speaker will be presenting. This will help you in planning out your day and make sure you see everything you want to see.
- Make sure your cell phone is turned on silent.

