

# Greg Paskal's - 10 Tips to Maximize Your Next Conference

- 1 Make a Takeaway Plan**  
What to accomplish at this conference?  
A technique, methodology, approach, expert?
- 2 Study the Schedule**  
Typically available ahead of time.  
Times, locations, speakers, bios, companies.
- 3 Location to Learn**  
Sit as close to the front as possible.  
Take notes, ask questions, get slides, record audio.
- 4 Avoid Distracting Technology**  
Focus on speaker and presentation, note critical points.  
Mute phone, turn off email, text, social media, notifications.
- 5 Plan to Participate**  
Participate throughout the event.  
Presentations, workshops, meals, coffee, mixers
- 6 Connect with Leaders**  
Meet leaders and speakers in and around the conference.  
Lobby, lunches, social media (LinkedIn, Twitter)
- 7 Teachable Attitude**  
You can always learn something, be open-minded.  
Get different perspectives, avoid conflict and ego.
- 8 Good Company Representative**  
Represent your company and its brand well.  
Be respectful, professional, engaging with others.
- 9 Prepare to Share**  
Share what you've learned when returning home.  
Identify two or three relevant topics, points, takeaways.
- 10 Allocate Reflection Time**  
Schedule time to review notes and share with the team.  
Handouts, slides, diagrams, podcasts, publications.

Download - Free worksheet for conference planning.

Help your conference attendees get the most from your next conference.

Presentation Topic: **10 Strategies to Get the Most out of Attending a Conference**

Taught by Author & Speaker, Greg Paskal

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