First-Time Attendee Conference Checklist

BEFORE THE CONFERENCE

Research & Register
- Review the conference website thoroughly
- Understand the conference theme, tracks, and audience
- Register early to access pre-event materials and discounted pricing

Plan Your Schedule
- Use the conference agenda or app to map out your sessions
- Select sessions that align with your goals, job role, or skill gaps
- Bookmark social events, meetups, and networking opportunities
- Leave open blocks for breaks and spontaneous meetings

Get the Tech
- Log in to the Attendee Service Center
- Download the official conference app when available
  - Enable push notifications to stay updated

Set Your Goals
- Define 3 conference goals (e.g., meet 5 new contacts, attend 2 leadership sessions)
- Prep a 30-second professional introduction/elevator pitch
- Review the attendee list (if shared) and identify must-meet people

Get Connected Early
- Join the ARMA Conference Connect Community, your members-only hub to swap ideas, ask questions, and connect with fellow attendees before the event
- Use the community to introduce yourself, explore hot topics, and identify people you'd like to meet onsite
- Bookmark key discussions and resources shared by the ARMA team and other attendees

Pack Smart
- Business cards (or digital contact-sharing app)
- Comfortable shoes and layers (venues run hot/cold)
- Notebook, pens, charger, backup battery

- Business casual attire with personality
- Look for themed social event opportunities and plan accordingly to your comfort level

ON ARRIVAL

Check In Early
- Pick up your badge
- Familiarize yourself with venue layout and session rooms
- Identify quiet spaces, lounges, or charging areas

Join a First-Time Attendee Event
- Look for and attend official first-time attendee events
- Look for First-Time Attendee ribbons or badges to connect with others in the same boat

Engage Early
- Introduce yourself at your table or in line
- Ask others what they're hoping to get from the event
- Post on social using the event hashtag to start engaging with the community

DURING THE CONFERENCE

Attend Sessions Strategically
- Take notes focused on action items or ideas to implement
- Participate in any live polls, Q&As, and chat features offered
- Don't be afraid to leave a session if it's not meeting your needs

Network with Intention
- Set a goal for how many new people to meet each day
- Use lunch, breaks, and receptions to connect informally
- Introduce yourself to speakers or panelists after sessions

Be Visible
- Share takeaways on LinkedIn and tag the event or speakers
- Use the event app to message attendees and make plans to meet

AFTER THE CONFERENCE

Reflect & Recap
- Within 48 hours, jot down:
    - Key takeaways
    - Action items
    - People to follow up with

Follow Up
- Outreach to people you met - LinkedIn messages recommended
- Connect with speakers or vendors who interested you
- Share notes or a post-event recap with your team or manager

Stay Engaged
- Stay engaged in the ARMA Conference Connect Community
- Register for ARMA webinars and other events
- Plan how you'll apply your learning in the next 30–60–90 days