

**Preparing for a conference**

Practicalities:

* Ensure that you have registered (ideally early bird rates) and have arranged accommodation, standard class travel or flights via Key Travel and UoB travel insurance. Check whether other team members are travelling at the same time to share transport where possible.
* International staff and students intending to attend conferences should make contact with Mel Calvert *before* booking in order to ensure that the necessary UoB procedures are followed.
* Check the visa/immunisation requirements of your destination country and apply/arrange in good time if necessary.
* Order and collect foreign currency.
* Get a map/plan routes of travel and look into local facilities such as restaurants.
* Ensure you familiarise yourself with the emergency and security procedures of your destination country.
* If travelling overseas read the University Travel guidance: <https://intranet.birmingham.ac.uk/hr/documents/public/hsu/hsuguidance/24twa.pdf>
* Leave an emergency contact number and make sure your line manager is aware of your departure and return dates.
* Check UoB expenses policy before departure: <https://intranet.birmingham.ac.uk/finance/payroll/Expenses.aspx>
* Keep all receipts and stick to your budget.

Pre-conference:

* Carefully review the conference programme in advance and book into any sessions relevant to your work.
* Plan your schedule – try to attend sessions that will be most beneficial to your current activities or relate to future plans.
* Identify international experts that you would like to meet. Flag to senior team members to see if they can introduce you. Attending the welcome reception/ mentor mentee events and SIGs can help you meet like-minded people.
* Check the # for the conference. Tweet in the run up to the conference and at the event. Include @nameof speaker in your tweet. Retweet other conference tweets.
* Ensure you are familiar with the CPROR aims and our research programme www.birmingham.ac.uk/cpror.
* Use CPROR branded presentation slides and poster templates.
* Use one of your final presentation slides to publicise any future presentations that you or any member of the CPROR will be delivering at the conference.
* Think about what information you can share in advance. If someone is interested in the Centre work but you are unsure what to say refer them to senior members of the team.

At the event:

* Be prepared to give a 2-3 minute summary of your work and its importance. Also prepare a 60 second ‘elevator-pitch’ version.
* Mention the centre and our work wherever possible.
* Network – there is always a tendency to cluster with people you know but try to make the most of the chance to network. Speaking to people over coffee breaks and at poster sessions can be very beneficial.
* Tweet – see above.
* Aim to establish at least 4 new contacts from the meeting.
* Provide business cards and your contact details.
* Follow up with an email/ connect via linkedin/researchgate and follow on twitter.

Other:

* Consider attending the UoB ‘How to network session’/ presentation skills training.