

15 Steps to a More Successful Conference

1. Register early, Lower registration numbers are important.
2. Read and understand everything in your Confirmation Binder when you receive it.
3. Share the information in your binder with all conference attendees and people who will be handling specific issues.
4. Mark all Due Dates in your calendar and Smartphone. Use the labels supplied.
5. Send your Hotel Reservation Form to PWA before the due date.
6. Watch the “How to Prepare for the Conference” video at www.pwa-par.org/ConferenceDetails.
7. Use the PWA provided Meeting Worksheets included with your final Meeting Schedules. Complete one for each of your meeting partners.
8. If 35 minutes is truly not enough time for a “specific” meeting, indicate this on your Meeting Request Worksheet. We will do everything possible to give you back-to-back meetings.
9. Always wear your Name Badge!
10. Your meal tickets (as ordered) will always be in your badge holder. Make sure to bring your meal ticket to each Breakfast and Lunch. Nobody wants to run back to their room.
11. Try to attend ALL functions. These are GREAT networking opportunities.
12. Arrive at the hotel on the day you requested as your arrival date.
13. Depart the hotel on the day you requested as your departure date.
14. Make sure to do your post-conference follow-up work and respond to all of your meeting partners prior to the start of the SEMA Show.
15. First time manufacturers, when you receive your Meeting Request Worksheet, make sure to send information about your company/product to the distributors.