ANVIL REU
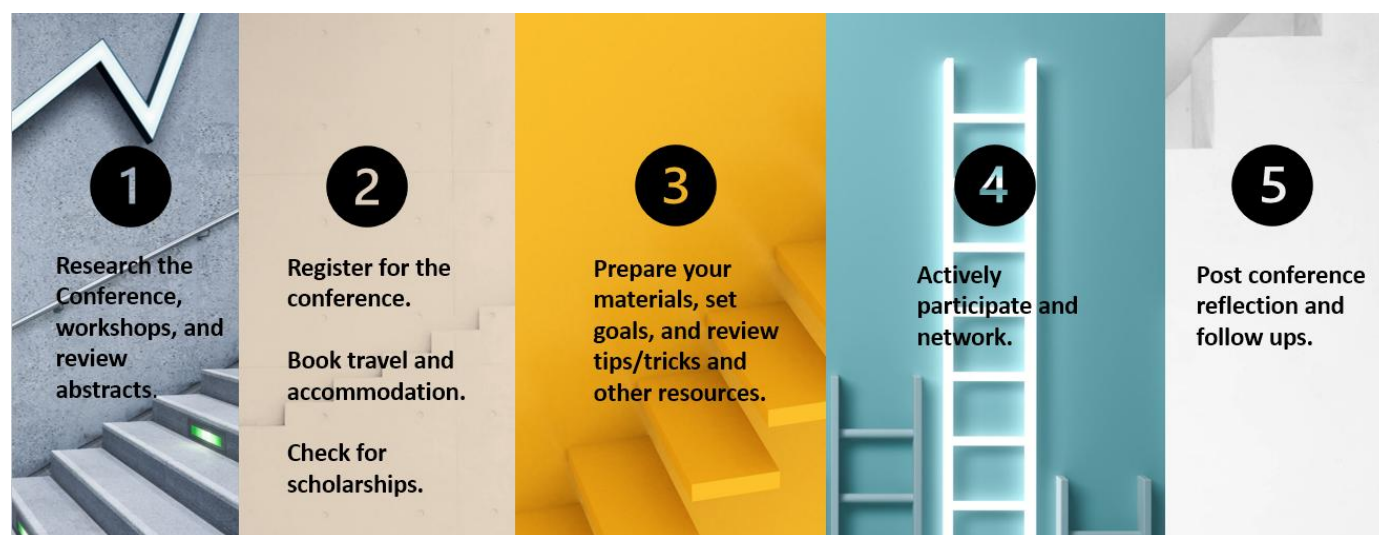# CONFERENCE TIPS, TRICKS
& RESOURCE LIST

Date: Last updated 9/2025

Tip/Trick or Resource	Description	Link (if appropriate)
Research the Conference	Familiarize yourself with the conference schedule, speakers, themes, and sessions by visiting the conference's official website.	
Program and Abstracts	Review the program and abstracts to identify sessions and speakers of interest.	
Set Clear Goals	Determine what you want to achieve from attending the conference, such as networking, learning about the latest research, finding potential research collaborators, or job opportunities.	https://medium.com/@jeffgoins/3-goals-for-making-the-most-of-a-conference-c11dccc8b0ff
Prepare Your Elevator Pitch	Craft a brief, engaging introduction about yourself, your research, and your academic interests to use during networking opportunities.	https://careerdevelopment.princeton.edu/sites/g/files/toruqf1041/files/media/elevator_pitch.pdf
Plan Your Schedule	Create a personalized schedule based on the sessions, workshops, and events that align with your goals. Prioritize key sessions and plan your day accordingly.	Download the conference app to assist with this (if available).
Networking	**Business Cards:** Have professional business cards ready to exchange contact information with potential collaborators, mentors, or employers.	https://www.cco.purdue.edu/Students/BuildYourNetwork
	Networking Strategy: Identify individuals or groups you want to connect with and research them beforehand. Approach networking opportunities with confidence and enthusiasm.	https://www.exordo.com/blog/networking-at-a-conference/
Dress and Appearance	Dress professionally and appropriately for the conference. Business casual or formal attire is usually a safe choice. Ensure you have appropriate shoes for the entire day.	https://www.businessinsider.com/how-to-dress-for-work-business-attire-2018-3

Tip/Trick or Resource	Description	Link (if appropriate)
Technology and Materials	**Laptop/Tablet:** Bring a laptop or tablet to take notes during sessions and access digital resources. **Notebook and Pens:** Carry a notebook and pens for jotting down important points and ideas. **Resume:** Bring copies of your resume for career fairs and to provide to contacts. **Chargers and Power Bank:** Ensure your devices stay charged throughout the day.	https://www.cco.purdue.edu/Students/ResumesAndCVs
Prepare Questions	Plan questions for the sessions you will attend, career fair, and general networking.	
Self-Care	**Rest and Nutrition:** Get adequate rest and eat healthily to stay energized and focused during the conference. **Hydration:** Carry a water bottle to stay hydrated throughout the day.	https://www.forbes.com/sites/jesscording/2019/02/27/conference-survival-guide/?sh=80a61d661774
Stay Open-Minded	Be open to new ideas, perspectives, and opportunities that may arise during the conference.	https://www.indeed.com/career-advice/career-development/open-minded
Participate Actively	Engage actively in discussions, workshops, and sessions. Don't hesitate to ask questions or share your thoughts.	https://ed-bernacki.medium.com/how-to-be-an-active-participant-at-conference-workshops-and-breakouts-99809a234035
Be Professional and Respectful	Maintain a professional demeanor in all interactions and respect the time and expertise of others.	https://www.womentech.net/blog/how-balance-authenticity-and-professionalism-networking-events
Post-Conference Reflection	Reflect on your conference experience, what you learned, and how you can apply it to your academic/professional endeavors. Plan how you'll follow up with the connections you make during the conference. Send thank-you emails, connect on professional platforms like LinkedIn, and nurture these relationships.	https://virtuous.org/blog/11-things-conference/
Conference Preparation Tips/Tricks	Tips on preparing for and attending conferences	https://fastercapital.com/content/The-Essential-Checklist-for-Attending-Conferences-This-Year.html

Tip/Trick or Resource	Description	Link (if appropriate)
10 Tips for Attending your first conference	Tips on preparing for and attending conferences	https://conferencemonkey.o rg/advice/10-tips-for-first-time-conference-attendees-11457
How to survive your first academic conference: 10 vital tips	Tips on preparing for and attending conferences	https://www.oxford-royale.com/articles/first-academic-conference/
Guide to attending your first conference	Tips on preparing for and attending conferences	https://www.andmeetings.c om/blog/post/guide-to-attending-your-first-conference
What is an elevator pitch and why do I need one?	An elevator pitch is a brief (think 30 seconds!) way of introducing yourself, getting across a key point or two, and making a connection with someone. It's called an elevator pitch because it takes roughly the amount of time you'd spend riding an elevator with someone.	https://www.mindtools.com/ aofwxxv/crafting-an-elevator-pitch https://www.indeed.com/car eer-advice/interviewing/how-to-give-an-elevator-pitch-examples
Free Business Card Templates	Can use Canva's free business card templates that are customizable and print exquisitely in a matter of minutes for a small fee.	https://www.canva.com/bus iness-cards/templates/
Microsoft has free business card templates too	Open word and check templates for these and use your printer of choice to print.	

1 Research the Conference, workshops, and review abstracts.

2 Register for the conference.

Book travel and accommodation.

Check for scholarships.

3 Prepare your materials, set goals, and review tips/tricks and other resources.

4 Actively participate and network.

5 Post conference reflection and follow ups.

What to Bring to a Conference

Business Cards (1)

Resumes (2)

Elevator speech (3)

Conference Schedule (4)

Water bottle (5)

Portable charger (6)

Notebook & pen (7)

Comfortable shoes (8)

Snacks (9)

Business attire (10)

Laptop or tablet (11)

A smile! (12)

During the Conference What to do

Actively participate in the sessions and workshops

Take plenty of notes

Follow up with the people you've met

Introduce yourself to as many people as possible

Make sure you have all the contact information you need

Network with everyone

Connect with other attendees