



## Tips for Conference Success

Before the conference:

1. Make sure you register to attend the event in advance so you have handy access to session URLs and informational materials.
2. Check out the schedule and agenda in advance, and identify your conference goals (*available in early October*).
3. Check out the slides and handouts that are uploaded in advance to get a feel for which sessions you want to attend (*available in early October*).
4. Review the latest LSCM Update Handout to get familiar with GPO projects and initiatives in support of the FDLP and Cataloging & Indexing Program (*available in early October*).
5. If you plan on attending using a desktop or laptop computer, make sure you have installed the [WebEx plugin](#) on the Internet browser you plan to use to join the sessions.
6. If you plan on attending using a smart device, such as a tablet or phone, make sure you have the WebEx app installed and app permissions set for your device.
7. Try logging in to the conference site ahead of time to ensure you aren't experiencing access issues.
8. Put together a list of questions that you would like to address. There will be time for Q&A and networking with GPO staff, the DLC, and the FDLP community.
9. Get ready for conference bingo by downloading and printing your card ahead of time. (*There are prizes!*)
10. If you haven't already, treat yourself! Acquire a comfortable headset or earphones to better hear presentations. (*Go on. You deserve it.*)

During the conference:

1. If you join the session using your desktop or laptop computer, upon joining the virtual room, you will need to connect your audio. You can do so using your computer's speakers/mic or via phone. Click Audio at the top of your screen and then Audio Conference for instructions.
2. Minimize distractions as much as possible.
  - a. Shut down your email.
  - b. Turn off your second monitor (*to avoid the temptation to web surf*).
  - c. And if you have one (or more), give the cat/dog/children/significant others treats before a program.
3. Take advantage of "Snacks with Council," to talk with the members of the DLC, your fellow attendees, and GPO staff.
  - a. Make sure to get the contact information for the connections you've made.
4. Share your thoughts, questions, and comments in the chat box. Let's make this event interactive and collaborative.
5. Jot down thoughts, impressions, inspirations, and ideas to think about after the event.
6. Use and follow the hashtag, **#FDLConference**. Share your photos, insights, and tidbits you learn from the presenters.

7. Browse the poster and exhibitor galleries to learn more about innovative projects, services, and resources.

After the conference:

1. Review the thoughts you captured. Decide what items you can act on at your library.
2. Review the contacts you've made, and follow up with them.
3. GPO staff are always willing to meet and talk with you to answer questions, consult, or point you in the right direction. Contact us using [askGPO](#), and select the appropriate category for your question.
4. If you missed a session you wanted to attend, be sure to check the [conference archive](#) for recordings of certain sessions.
5. View the conference event page to access archived conference materials.
6. Complete the conference survey to help us improve future events.
7. Check your email for follow-up information from GPO.