

# Your Pre-conference Networking Checklist for CUMA Conference 2007



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Photo: Business News Network (BNN) TV show: *MoneyTalk*

There is no better place to build new relationships and reconnect with your colleagues than this conference. During our presentation on *The Power of Positive Networking*® we will share many tips and techniques to make it easier for you to make those connections. Here are some steps to take before you arrive to make this **the best** conference ever.

*Gayle and Judy*

## BRING BUSINESS CARDS

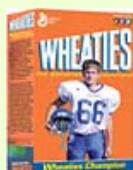
- Bring business cards. Seems obvious, but the number of times we have seen people race up to the hotel business center to photocopy the four cards they've brought, makes us think we should remind folks to bring cards!
- Check the state of your business cards. Are they in need of an update? Do you have any new information? Should you reprint?
- Do you have enough cards? Rule of thumb for conferences: Bring two boxes of cards. If you are traveling by air to the conference, pack those cards in different places— just in case one gets lost in your travels.

## MAKE IT EASY TO RECONNECT

- Do you have the business cards from people you met at last year's CUMA conference? If you hope to reconnect this year, send them an email now, before the conference, and arrange to meet up. Maybe give them your cell phone number so that they can find you in the crowd of people.
- Review the conference program beforehand, so you can maximize the experience. For example, come early and network at the golf tournament.

## MAKE IT EASY TO FOLLOW UP

- If you like to take pictures, don't forget to bring your digital camera. At the social events, taking photos can be a nice thing to do. It builds camaraderie. As part of your follow-up, send photos to the attendees.
- Bring a little notebook or keep your PDA handy so that you can jot down all the things you promise to follow up on with those you meet.



***Eat your Wheaties! Plan to attend everything.  
You can sleep when you get home!***