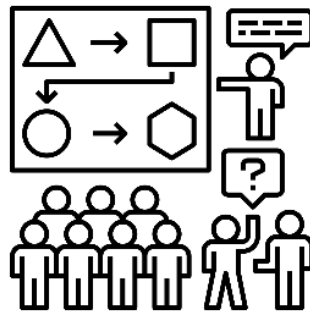# Considerations for

Conferences

Instructions:

Please read the reference document on page 2 and then fill in
the graphic organizer on page 3.

Source

Author: Harvard Catalyst Postgraduate Education Program
Adapted From: Harvard Catalyst's *Career Catalyst* Program
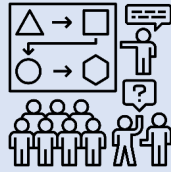
What is the conference?

What is the:

- Title and major themes/topics?
- Location?
- Upcoming dates?
- Fees associated with it?

Why should you attend?

How does attending help with your career development?
What skills or knowledge will you gain by attending?

Key considerations before attending conferences.

Who is going to be there?

Who are the key speakers?

What presentations or posters do you most want to see?

With whom do you hope to network during the conference?

What is your plan for networking?

Can anyone within your existing mentoring network help you to expand your network at the conference?

How can your mentor(s) help you to prepare?

Which mentor(s) will review your material before you submit it to the conference?
What is your timeline for the review process with your mentor? Have you set meeting times or deadlines?
How will you pay to attend the conference? Are there travel awards or other funding mechanisms that could offset your cost of attendance?

How can you participate?

If applicable, what are the submission deadlines for abstracts, oral presentations or posters?
What are the requirements for submission?
What type of submission are you planning to enter? Have you discussed what type of submission you plan to enter with your mentor?
What type of submission will be most useful to you at this stage in your career?

What is the conference?
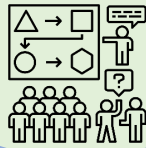
Title:

Major themes/topics:

Location:

Upcoming Dates:

Fees associated with it:

Why should you attend?

Who is going to be there?

How can your mentor(s) help you to prepare?

Mentor(s) who will review content:

Timeline for reviewing content:

Use this graphic organizer to guide conversations with your mentor about conferences.

How can you participate?

Submission Deadlines:

Submission Requirements:

Possible Funding Awards:

Plan for submission: