

THE ULTIMATE EXHIBITION CHECKLIST FOR ATTENDEES

RESEARCH STAGE

- ☐ Define your objectives
- ☐ Shortlist top events
- ☐ Research the speakers
- ☐ Explore funding options

DECISION TIME

- ☐ Connect with attendees
- ☐ Learn about the area
- ☐ Plan your agenda
- ☐ Book accommodation/travel

AT THE EVENT

- ☐ Make time to network
- ☐ Stay focused throughout
- ☐ Take notes
- ☐ Hand out your card

POST-EVENT

- ☐ Write it up
- ☐ Share your learnings
- ☐ Follow up with connections
- ☐ Start planning for next time!