

SACNAS-IU Meeting Agenda

October 8, 2014

1. Welcome

- a. Welcome and meet new people

2. Some conference basics

- a. Set goals BEFORE you go (who to meet, what to learn more about, *etc...*)
- b. Review the conference directory ahead of time, do your homework on people, and then meet them. Choose leaders in your field, potential recruiters for schools or future training opportunities, key contacts with skills you hope to learn or experiences you want to tap into, it's all about the networking!
- c. Prepare your 'elevator pitch'. Get handout from Yolanda.
- d. Consider taking business cards or a resume.
- e. Carefully plan your conference schedule ahead of time to meet speakers in your field and get to all the sessions that apply to you, review agenda morning and evening. Having your schedule ready will allow you to move around efficiently and make it to places on time.
- f. Attend everything you can, but don't be overzealous and burn out early. It bears re-stating, *networking is key*. Introduce yourself to key people. Use friends as a buddy to help cover things you can't make it to and share notes later.
- g. Keep notes in a way that they will make sense to you afterwards. Prepare a question, even if you don't get to ask it. Preparing questions will make you a better, more active listener. On your way home write down the key take-aways you have learned, people you want to follow up with, and other tasks you want to accomplish based on the experience.
- h. Dress for success. Use layers, be professional, and remember the importance of first impressions.
- i. Want more information? Check out:
<http://sacnas.org/students/resources/sacnas-national-conference-elements-of-success>

3. Mini poster session with feedback time

- a. Review member poster drafts and give constructive feedback

4. Reminders:

- a. Ideas or questions? Please see an officer before you leave
- b. Next events:
 - i. Oct. 27, Monday, 6-7 PM, Recap national meeting at potluck dinner
 - ii. Oct. 29, Tuesday, 7-9 PM, Halloween bonfire/outing