The Networker's Conference Checklist:

Learn how to get the most bang for your buck at the next conference you attend.

Before the conference:

☐ Create a list of people you'd like to connect with during the conference.

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☐ Add these meetings to your calendar and Send them an invite, too!

☐ Order business cards and Thank you cards.

During the conference:

☐ When you're in a room full OF strangers For happy hours, make sure you walk around, leave your comfort zone, and break ice using some unique conversation starters.

☐ Remember to exchange business cards! These will help you stay connected after you've ended the conversation (not to mention it's a great way to remember someone's name).

☐ Take written (or digital) notes Of Who you spoke With, What they do, and what they said they could help you with.

After the conference:

☐ Follow up with everyone you me} during conference. For some, this could be a simple Follow on Twitter with a message saying "It was great to connect."

☐ For others, you might want to put in more effort and send a handwritten thank-you note.

☐ Write up an internal email or Wiki page to let folks on your team know who you