















# IARS 2018 Annual Meeting First Time Attendee Toolkit

## PLAN AHEAD

-  Check the weather and pack accordingly. Business professional attire is recommended at the conference.
-  Research nearby coffee shops and restaurants beforehand, and budget time for standing in line if you decide to get coffee at the conference hotel.
-  Download the IARS, AUA & SOCCA 2018 Mobile App. It will allow you to network with your colleagues and peers, view the complete event schedule, explore sessions, and receive daily highlights and much more! You can even evaluate sessions and speakers through the app!
-  Reference the maps provided in the Final Program and app to navigate the hotel and exhibit hall.
-  Have plenty of business cards on hand for easy networking.
-  Review the preliminary schedule beforehand and note sessions that you'd like to attend. Plan realistically — you will need time for breaks (i.e. food, social).
-  Make time to visit exhibitors to discover the latest innovations and technology.
-  Plan your thirty-second elevator introduction. In other words, be able to summarize who you are and what you do professionally in the time it takes to reach your floor – about thirty seconds.
-  Bring a pen and notebook, or tablet to take notes at presentations.
-  Make a note of when the coffee/lunch breaks take place; take advantage of these as prime networking opportunities.
-  Sign up to attend a Dine-Around. This is a great opportunity to network more meaningfully and build new connections in a more intimate space.
-  Grab a First-Time Attendee Ribbon and attend the First-Time Attendee Orientation. Get tips on how to make the most of your Annual Meeting experience and network with other attendees and experts.



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## AT THE MEETING

- 💡 Attend the T.H. Seldon Memorial Lecture—this is a great educational session and an excellent, early opportunity to make important connections with leaders in your field.
- 💡 Be sure to wear your nametag to meetings, social events, and on the conference shuttle buses—but not on the street. Consider carrying snacks and drinks.
- 💡 Check the Annual Meeting Daily e-newsletter for updates on the day's activities and sessions.
- 💡 Don't be afraid to go to sessions outside of your specialty; they may surprise you!
- 💡 Attend the social events—not only are they often held in special, interesting venues, they are also the perfect opportunity to gain visibility, meet leaders and network.
- 💡 Attend the Meet the Editors session Sunday afternoon to learn more about the ongoing development of, and plans for *Anesthesia & Analgesia* and *A&A Practice*. Find out how to become involved as a peer reviewer, and – for aspiring authors – ask questions directly of the Editors.
- 💡 Use #IARS2018 when posting anything related to the meeting. Search the hashtag to view other attendees' experiences.
- 💡 Build new connections; don't just hang out with your lab mates and/or colleagues.
- 💡 Use the meeting as an opportunity to approach those you admire.
- 💡 During each session, write down at least three key takeaways. Collect your notes and information in a way that makes it easy to access when you return home.
- 💡 Ask questions at sessions. Moderators usually reserve time at the end of the session for audience questions. Write down your question in advance and make sure it's related to the discussion.
- 💡 You'll want to be well rested, clear-headed, and at your best in order to maximize your conference experience.
- 💡 Have fun!



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## AFTER THE MEETING

- 💡 Extend your Meeting – Register for IARS On Demand to maximize your Annual Meeting investment! The CME-accredited program includes easy access to an online library of 80 hours of educational content from the meeting. Revisit sessions you attended and participate in those you missed any time, anywhere.
- 💡 Take time to reflect: Did you meet your goals? It is helpful to write a summary of your experience for your personal records. You can include descriptions of sessions that interested you, ideas that came up, and who you met.
- 💡 Claim your CME Credit! IARS will provide an online program evaluation and session tracking to support claiming CME credit immediately following the close of the live activity.
- 💡 Follow up with all new contacts via email in the week following the meeting, while memories are still fresh. You can follow up on a question or discussion—or just to say, “It was a pleasure meeting you.” Connect with your new contacts on social media and extend your professional network.
- 💡 Keep abreast of IARS and Journal activities via the A&A Bulletin.
- 💡 Complete the post-conference survey. About a week after the conference ends, IARS emails a post conference survey to all registrants. Please take a few minutes to let the association know about your experience. IARS carefully reviews survey responses as it plans future conferences and events.
- 💡 Follow @IARS\_journals for IARS announcements and new Journal content.
- 💡 Now that you’ve experienced your first IARS Annual Meeting, you can become more involved in the next! Submit a proposal for a session, or abstract to share with 1,000 leading anesthesia educators and researchers at the next Annual Meeting in Montreal!