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Top 20
Tips!

YOUR COMPLETE CHECKLIST FOR PRESENTING AT INTERNATIONAL CONFERENCES

Selecting the Right Conference

- ☐ Conference organized by a well-known organization/ university/research institute
- ☐ Peers/senior colleagues in the field have heard of or attended the conference before
- ☐ Not a fake/predatory conference—checked for the warning signs
- ☐ Checked the reputation of the organizing committee
- ☐ Checked the reports of earlier conferences (unless of course, it is a new conference)
- ☐ Ensured that the research scope (narrow or broad) matches your objective
- ☐ Training workshop (if any) related to your field of interest
- ☐ The conference agenda synchronizes with your learning objectives (hint: too many parallel sessions?)
- ☐ Keynote session related to your field of interest
- ☐ Verified that good networking opportunities with researchers and/or professionals seem to exist

Preparing for the Conference

- ☐ Checked the registration cost, application procedure, and eligibility criteria for travel grants
- ☐ Checked the conference venue's connectivity and layout
- ☐ Reviewed the conference schedule in advance
- ☐ Checked the dress code requirements for the conference
- ☐ Obtained copies of your CV and/or business card for effective networking

Presenting at the Conference

- ☐ Planned the content and layout for the poster or oral presentation
- ☐ Followed the abstract submission guidelines (word count, structure, submission deadline, etc.)
- ☐ Adhered to the guidelines for poster presentation (size, orientation, presentation duration, design, etc.)

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