



*Maintenance and Reliability Conference
Pre-Flight Check List*

<i>Check</i>	<i>Item</i>
✓	Make Hotel Reservations Prior to discount cut off date
✓	Make advance airline reservations to get the best schedule and price
	Check Spouse/Guest Program
	Send Postcard home as soon as you arrive
	Advise Conference Organizers about special meal requirements
	Choose Pre Conference Workshops
	Map your learning sessions for maximum impact
	Make time for social networking opportunities
	Meet at least 2 new people each day
	Eat lunch with a different group each day and introduce yourself
	Establish at least three goals for the event
	Ask event organizers specific questions about sessions
	Post questions for speakers at MaintenanceForums.com (pre and post)
	Ask your managers to set a goal for you
	Read a book on the subject prior to attending
	Ask a question in each session
	Introduce yourself to an author who's book you have read
	Prioritize Expo meetings with solution providers – email them in advance to request time
	Learn the process to submit a paper for future events
	Sit for professional certification exams
	Document your participation
	Write a report about the event and your learning
	Participate in roundtable discussions
	Provide candid event feedback on survey forms
	Prepare for Change Resistance upon your return
	Follow up with people you met via email
	Buy wife/husband flowers at home airport
	Buys kids presents