Conference attendee itinerary

Printable worksheet. Write in the blank fields after checking the event program.

Event: _____ Attendee: _____

Date: _____ Local time zone / UTC offset: _____

Venue: _____

LOCAL TIME	MY SELECTED BLOCK	ROOM / LOCATION	BUFFER / ACTION
____ - ____			
____ - ____			
____ - ____			
____ - ____			
____ - ____			
____ - ____			
____ - ____			
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____ - ____			
____ - ____			
____ - ____			
____ - ____			

Details and follow-up

Printable worksheet. Write in the blank fields after checking the event program.

CONTACT AND CHANGE CHECK

Event desk: _____

Last checked with organizer: _____

PREPARE BEFORE LEAVING

1. _____

2. _____

3. _____

PARALLEL SESSION DECISION

Selected: _____

Alternative: _____

NETWORKING NOTES

Person / organization: _____

Context / permission to follow up: _____

Useful note: _____

POST-EVENT FOLLOW-UP

Owner: _____ Next action: _____

Due date: _____ Status: _____

Owner: _____ Next action: _____

Due date: _____ Status: _____