

THE ULTIMATE CONFERENCE CHECKLIST

- 1. Verify your flight / travel reservations (if applicable)**
 - o Contact tmrweekend@gmail.com if you are arriving / leaving a day early / later and need to stay an extra night in the Hotel
- 2. Plan your journey to the Conference location**
 - o Location: QUALITY HOTEL BRNO EXHIBITION CENTRE
Křížkovského 20, 603 00 Brno-střed, Czech Republic

 - o Go [here](#) to offer / find Carpooling to the Event Venue
 - o Check out [our website](#) to see other travel options
 - o Hotel Parking: Parking is available outside the Hotel at CZK 150 / day
- 3. Figure out how check – in / registrations works:**
 - o Registration location: Main Hotel Reception
 - o Registration Starts Friday 10th June at 4:00 PM
 - o Want faster check-in? Avoid the queues by filling in the form [here](#).
 - o What to bring for check – in: ID or Passport
- 4. Check out Hotel Amenities:**
 - o Learn more about the Accommodation [here](#)
 - o Payments in the hotel: Cash / Card Payments in CZK / EUR
- 5. Create a Tentative Agenda**
 - o Check out the Agenda attached and figure out the must-see sessions and must-do activities
 - o Learn more about the [Keynote Speaker](#) and [Workshop Leaders](#) and work out who you want to connect with
- 6. Set up Meetings beforehand**
 - o Research Attendees that you would love to meet and set up meetings
 - o Consider if you want to use some content for your Blog (impromptu interviews / live blog etc.)
- 7. Get a stack of Business Cards – More than you think you will need**
 - o Re-look and update your Social Media profiles – they will be looked at a lot and you want to make a good first impression ;)
- 8. Grab Your Laptop and Charger. Don't forget your Phone Charger too (and Yoga mat / exercise clothes if you are up for a morning stretch)**
- 9. Start following the Event on Social Media**
 - o Use it to connect with Conference Attendees in advance / find out more about Workshops and Workshop Leaders and share your excitement with us
- 10. Be ready to enjoy Yourself and have fun**