

## Conference Preparation Checklist

### Before the Conference

- Obtain agenda/program, print it out, and make note of the presentations that you will attend.
- For each presentation that you attend, research the speaker beforehand to determine their background and level of accomplishment.
- Bring UNB, Engineering, ECE, COBRA brochures with you.
- Bring your business cards.
- Bring your suit/tie and COBRA outfit (black shirt, black shoes, beige pants, black socks, brown belt)
- Prepare your slides: include more videos along with theory; for the Q&A session, repeatedly play a few video clips about your research (this means you need to take footage of your research regularly); include a short introduction to UNB and the COBRA group at the beginning of the slides; include a list of funding agencies at the end; include a list of collaborating universities at the end; include a list of collaborating companies/organizations at the end; include a list of references at the end; include the acknowledgement at the end (alternatively, all the lists can be combined with the video clips shown at the end).
- A personal travel checklist is very helpful, especially when you are in a hurry.

### During the Conference

- During presentations make brief notes and don't be afraid to ask questions.
- Use this research to generate a list of people that you will try to meet over the course of the conference, and also a potential topic to strike up a conversation about (usually something about their presentation/area of interest is a good choice) (The weather is a bad choice).
- When asking questions during a presentation, start with your name, affiliation, and research interests, then ask questions.
- Identify possible networking opportunities. For example, coffee breaks, meals, poster sessions, and banquets. Approaching a presenter with your friends/colleagues is more effective.
- Arrive early to these events and identify any people on your list. It is especially useful to arrive to a banquet early because otherwise all the good tables will be full.

### After the Conference

- After each networking event consult your list of people that you want to meet.
- After the conference make a summary of the people you met and the most interesting presentations. Share the connections you made at the conference/workshop with our team members. Organize all the business cards and contact information you have collected.
- E-mail people who had good connections with you. Send them our research papers and identify potential opportunities.
- Share your experience at the conference/workshop at COBRA meetings during the educational session. Consider talking about whom you met, what papers/presentations you think are particularly useful to us, what interesting research other universities are doing, etc.

## How to Ask Questions at a Conference

1. Determine whether there is any information in the agenda/program that is pertinent to the topic at hand. Write down any questions you may form as a reminder of your questions. Presentations can be fast-paced, so having notes handy as a reference can be helpful.

Note A: \_\_\_\_\_

Note B: \_\_\_\_\_

2. Listen to what the speaker has to say, and take careful notes. On a notepad, jot down the important points the speaker makes and any word-by-word verbatim quotes that may be relevant.

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3. Raise your hand and wait for the person conducting the presentation to acknowledge that you have a question. If it is crowded, you may have to politely wait and listen while others ask questions. Once the speaker points in your direction, it is your turn.
4. Speak loudly and introduce yourself by stating your name and your affiliation, if you may be largely unfamiliar to others in the room. If there are broadcast reporters in attendance, speak loudly so microphones might pick up what you are asking.
5. Ask your question in 1 or 2 sentences. It is general conference etiquette to keep questions short, to-the-point and on topic. If you have questions for the person unrelated to the topic of the conference, general etiquette is to wait until the end of all the questions to ask your unrelated question, or pull the subject aside after the conference is over for a private conversation.

My name is \_\_\_\_\_

I am with the COBRA research group, University of New Brunswick;

My research interests are Unmanned Systems, UAVs, UGVs, AUVs, Robotics, SLAM, etc.

My first question is:

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(Listen to what is said)

Thank you for your answer. My second question is:

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6. Thank the person for allowing you to ask the question, and ask any other questions you may have.
  
7. Be polite when listening to what is said and when asking questions. Even when the topic is controversial, it is proper etiquette to be polite at all times.

