

# AASHE Conference Playbook

Use this playbook to plan your conference experience, connect with colleagues, capture ideas and insights, and turn what you learn into meaningful action when you return home.

## Before the Conference

- ☐ Complete your **conference [Game Plan](#)**:
  - ☐ Identify your **top 2-3 goals** for the conference.
  - ☐ Write down **a few questions you want answered**.
  - ☐ Identify **2-3 people or types of people** you'd especially like to connect with.
- ☐ Review the [conference app/schedule](#) and identify priority sessions.
- ☐ If attending with colleagues, **divide sessions** so you can cover more ground.

## During the Conference

- ☐ Attend **sessions that align** with your priorities rather than trying to attend everything.
- ☐ Use the [note-taking template](#) to capture the session, key takeaways, contacts, and potential actions.
- ☐ Capture ideas you can **bring back to your campus or organization**.
- ☐ **Ask questions** during Q&A when something is especially relevant to your work.
- ☐ Aim for **2-3 meaningful connections**, rather than trying to meet everyone.
- ☐ If you **like to network**, take advantage of the coffee breaks, lunches and networking meetings.
- ☐ Exchange **contact information** and/or connect on LinkedIn.
- ☐ Give **feedback on sessions** when presenters share the QR code.
- ☐ **Ask for help** if you can't find a session or you need suggestions.
- ☐ Be sure to **get rest**, drink plenty of water, and schedule in a moment of intentional breathing.

## At the End of Each Day

- ☐ Review your notes and key takeaways and complete the [end-of-the-day reflection](#).
- ☐ Identify **people** you still want to meet or follow up with.
- ☐ Prioritize your **goals** for the following day.
- ☐ Note any **ideas** that could become concrete projects or actions.

## After the Conference

- ☐ Set aside time (schedule it in your calendar!) to **review your notes** while everything is still fresh.
- ☐ Create a **short summary** of key ideas and resources.
- ☐ Identify **at least one realistic action** you can implement or explore.
- ☐ Share takeaways with relevant **staff, faculty and/or students** on your campus or at your organization.
- ☐ Follow up with the **people you met**.
- ☐ Submit the **post-conference evaluation**.
- ☐ Stay **engaged with the AASHE community** by signing up for [AASHE newsletters](#), connecting with others through the online [Member Community](#) or the many [Communities of Practice](#) and/or continue the learning through the [Virtual Education Programs](#).

# AASHE Conference Game Plan

**I'm here because:**

**My 2 goals:**

- 1.
- 2.

**One question I want answered:**

**Three people or types of people I want to meet and why:**

- 1.
- 2.
- 3.

**Sessions/events I'm prioritizing and why:**

|          |      |
|----------|------|
| Session: | Why: |
| Session: | Why: |
| Session: | Why: |
| Session: | Why: |
| Session: | Why: |

**Something I can contribute**

*What experience, resource, idea, or perspective could I share with others?*

**I'll know the conference was worth it because:**

*What do I want to learn, discover, experience, or accomplish that would make the conference feel valuable?*

# AASHE Conference Note-Taking Template

Session title: \_\_\_\_\_

Date / time: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

**What stood out? What do I want to remember?**

**3 key takeaways**

- 1.
- 2.
- 3.

**Why does this matter to my work?**

**What could I/we try on my campus or at my organization?**

**Resources, tools, or ideas to explore**

**People to follow up with**

Name: \_\_\_\_\_ Why: \_\_\_\_\_

Name: \_\_\_\_\_ Why: \_\_\_\_\_

Name: \_\_\_\_\_ Why: \_\_\_\_\_

Name: \_\_\_\_\_ Why: \_\_\_\_\_

**My next step**

**One thing I will do with what I learned:**

**By when?** \_\_\_\_\_

# AASHE Conference End-of-Day Reflection

## What did I learn today?

*What ideas, insights, or resources do I want to remember?*

## Someone I should share this idea with back home:

## What surprised or challenged me?

## Who do I want to follow up with?

## Am I still on track with my goals?

- ☐ Yes
- ☐ I've learned something that changed my priorities
- ☐ I need to adjust my plan

## What do I want to do tomorrow?

- ☐ Prioritize a session
  - ☐ Meet someone new
  - ☐ Follow up with someone I met today
  - ☐ Explore a new topic
  - ☐ Share something I learned
  - ☐ Make time to reflect
  - ☐ Take a break and recharge
  - ☐ Something else:
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