



CHECKLIST

Conference decision checklist

- ☐ Write down your learning goals before comparing event agendas

- ☐ Confirm whether talks are recorded and available after the conference

- ☐ Read reviews from past attendees for patterns in feedback

- ☐ Check that the event publishes a clear code of conduct

- ☐ Score shortlisted events against weighted criteria

- ☐ Book the ticket before early-bird rates expire

- ☐ Mark sessions that align with your goals once the programme is published
