CHECKLIST

Conference accommodation planning checklist

- [ ] Note the venue address as soon as it is published
- [ ] Set a search radius based on walking distance and local transport
- [ ] Compare total costs including transport fares
- [ ] Read and understand cancellation terms before confirming
- [ ] Check WiFi reliability and noise in recent reviews
- [ ] Verify checkout time does not clash with final sessions
- [ ] Book early but choose flexible rates if plans are uncertain
- [ ] Set a reminder for the cancellation deadline
- [ ] Consider buffer nights for early arrivals and late departures
- [ ] Reassess the booking as the event approaches if circumstances change