CONFERENCE ESSENTIALS

travel

There's always the friend that never shows up to a business conference without all the extra business cards and always brings an extra charger. Now? It's your turn—going to an awesome training course or conference? All you need to remember is to bring your a-game, because as for the rest...this trusty checklist has all your business packing essentials. Some of these may seem obvious to you, but we're so quick to forget to handle these items when we're in a time crunch! We've got your covered.

MAIN LUGGAGE/CARRY-ON

- ◯ Packing cubes, if using
- ◯ Weather-appropriate clothes
- ◯ Conference outfits
- ◯ Evening or "off-duty" outfits
- ◯ Day / night bag
- ◯ Accessories
- ◯ PJs
- ◯ Shoes
- ◯ Umbrella, if needed
- ◯ Toiletry bag
- ◯ Dental hygiene products
- ◯ Make up
- ◯ Hairstyling products
- ◯ Hair ties and/or hair pins
- ◯ Deodorant
- ◯ Perfume
- ◯ Feminine products
- ◯ Sun-block
- ◯ Your favourite shampoo/conditioner
- ◯ Shower gel
- ◯ Hair styling gadgets, if using

TRAVEL DOCUMENTS

- ◯ Travel documents (passport, visa, tickets)
- ◯ Pre-check for your flight 24 hours before, if possible
- ◯ Print a copy of your itinerary and check for time-zones
- ◯ Check appointments in Google calendar, make sure the time-zone adjusts accordingly
- ◯ Conference passes
- ◯ Line up transportation to and from the airport
- ◯ Download and/or write down hotel/accommodation information (e.g.: address, phone numbers, directions)

ELECTRONICS

- ◯ Chargers - laptop, phone, tablet, etc.
- ◯ Power bank, if using
- ◯ Headphones
- ◯ USB
- ◯ International charger adapters

PURSE

- ◯ Medication, if needed
- ◯ House keys
- ◯ Charged mobile and charger
- ◯ Snacks
- ◯ Pen
- ◯ Double check your liquids are airport security approved
- ◯ ID
- ◯ Glasses
- ◯ Contacts & contact solution

HOME

- ◯ Follow up with childcare or pet sitters 2 days before your travel
- ◯ Set home alarm if applicable
- ◯ Take out trash before you leave
- ◯ Call bank to activate bank card overseas, if needed

OFFICE

- ◯ Draft and communicate handover
- ◯ plan, if need
- ◯ Turn on out of office message
- ◯ Pack business cards