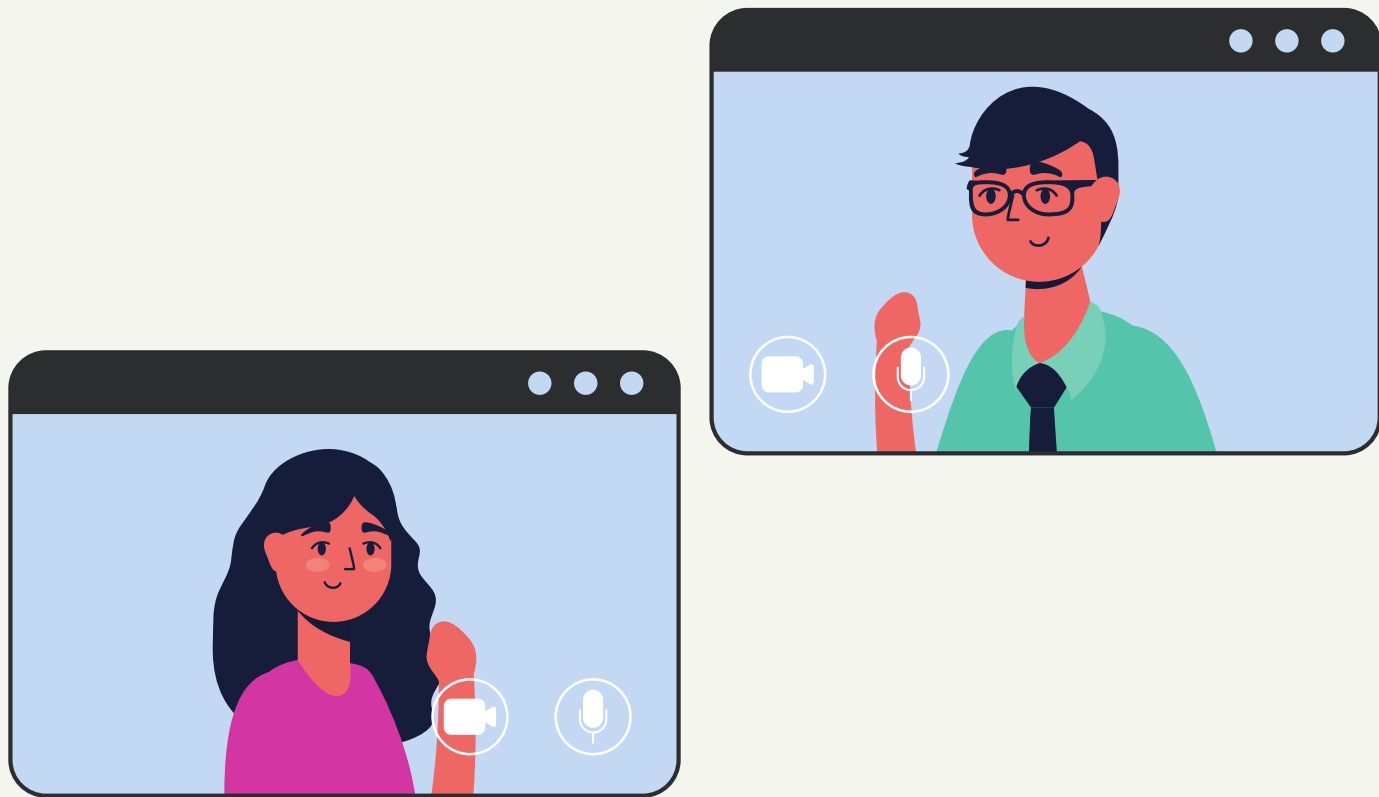


# HOW TO PREPARE FOR AN APPAM CONFERENCE LIKE A PRO





# TOPICS OF DISCUSSION

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Greetings! My name is Ashley Causey-Golden

I was a 2017 APPAM Equity and Inclusion Fellow. I work as an educational consultant with Cooper Advisors as well as work one-on-one with families about how to incorporate Montessori within their home with toddlers.

This presentation highlight the nuts and bolts about how to make the most of your APPAM conference.

# PRE-WORK TO GET YOU CONFERENCE READY



## GET TO KNOW THE CONFERENCE LANDSCAPE

Review the policy areas and topics that will be present at the conference to familiarize yourself with what will be available. Add sessions that you like the most to your schedule or your favorites to keep track and you can pair it down later.



## WHAT ARE YOU LOOKING TO ACCOMPLISH?

Think through or write out what do you want to gain from the conference. For example, Are you looking for a mentor? a collaborator for research? a job after graduation or an internship?



## DIG A LITTLE DEEPER

Get to know the work of the presenters. If you are able to find them on LinkedIn, Twitter, or Instagram--follow them to get to know their past research and to get acquainted with their current work. Also stay on top of trending topics within your area of interest--this will serve as great talking points in conversations or potential questions to the presenter.



## REACH OUT EARLY

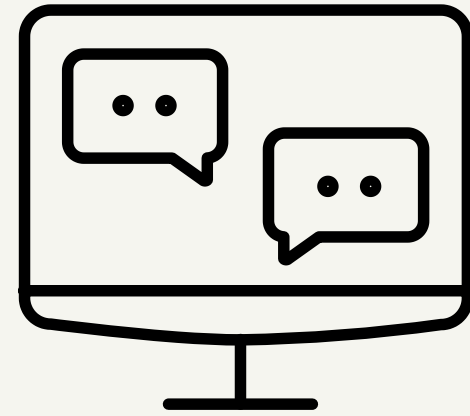
If a particular session stands out to or you see an alignment to the work (current or past) of one of the presenters, reach out and let that individual know what areas of the paper aligned with your work/interest. Nervous and don't know where to start when emailing professors and researchers? Check out this website: <https://ugr.ue.ucsc.edu/email>

## TIPS FOR USING ZOOM



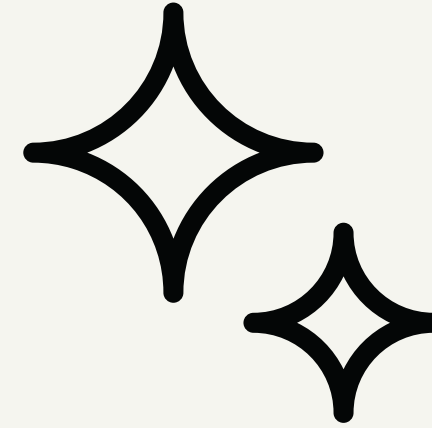
### SILENCE YOUR DESKTOP NOTIFICATIONS AND REMEMBER TO MUTE

Silencing desktop notifications  
<https://muzzleapp.com/> for mac users and for Microsoft users Windows 10 has a built-in feature called Focus Assist that does just this. Just head to Settings > System > Focus Assist



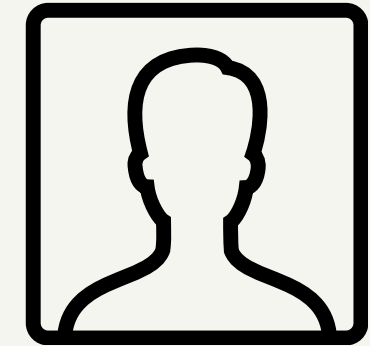
### VIRTUAL BACKGROUNDS

Unable to have non distracting background? Virtual Background can help you achieve that even if you don't have a green screen.



### TOUCH UP YOUR APPEARANCE IN ZOOM

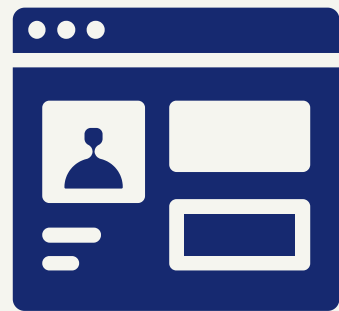
You can bring the beauty mode that is on your smartphone to Zoom. In the settings section on the video option, you can apply "Touch up my appearance" to help you smooth out your skin and keep you looking your best.



### ADD CONTACT INFORMATION TO YOUR DISPLAY NAME

Adding your email address to your display name can eliminate an additional barrier for building a connection.

ONLINE FEATURES TO  
NAVIGATE THE  
CONFERENCE



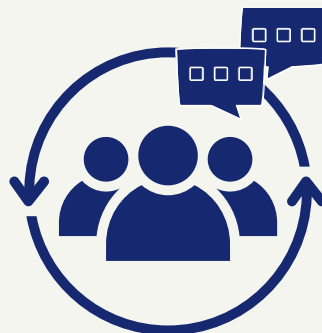
Create a profile



Fill your schedule

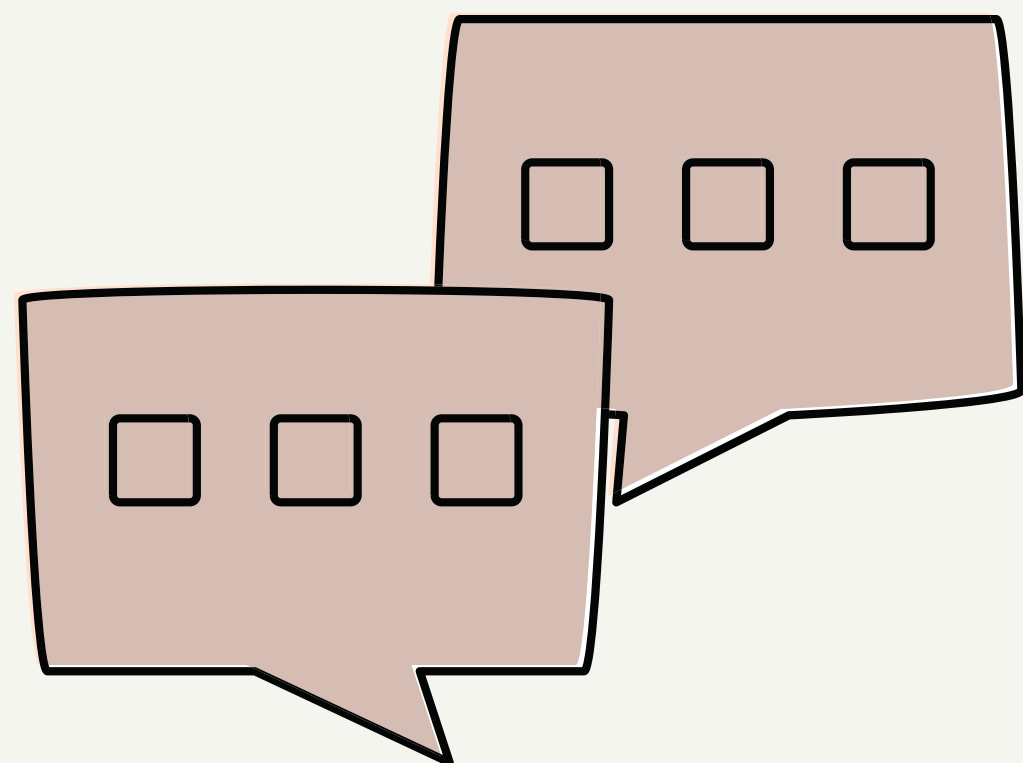


Favorite the sessions you  
want to attend



Leave comments for authors and  
connect with other attendees





**LET'S  
RECONNECT...**

### Extend beyond the next day follow-up

Follow-up the next day has become expected but continuously checking in with thought leadership articles, congratulations on new jobs, research opportunities, articles, etc. can help create a long lasting touchpoint and make it easier for collaboration on projects.

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### Calendar Invites

We all get busy and life has been unpredictable especially this year. Setting up calendar invites to remind you to reach out is a helpful reminder to stay in touch--whether that's via email or social media.

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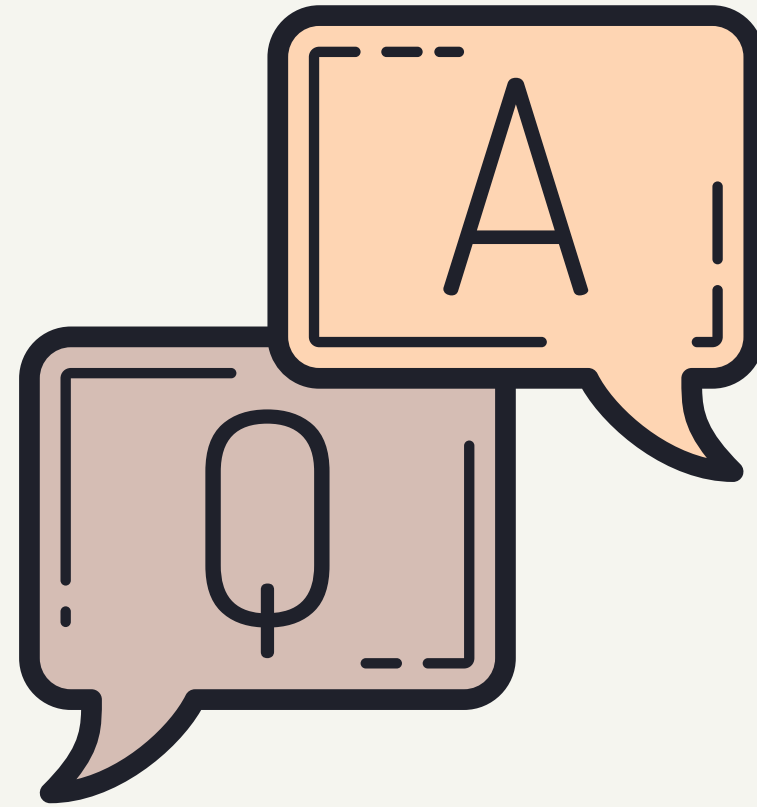
### Follow on social media

Don't let this conference be your only touchpoint with the individuals you are meeting. Stay attune to the work or interests of the people you met at the conference, especially if you wish to work them in the future.

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### Stay on top of trends in your field/interest

Similar to Twitter trends--knowing the buzz about what's trending in your field can help you start making in-depth connections not only within your own research but the work that other academics, researchers and practitioners are doing.



**QUESTIONS?**



Thank  
you