



Pennsylvania - Delaware Chapter
Association for the Education and Rehabilitation
of the Blind and Visually Impaired
www.penn-delaer.org

Penn-Del AER Conference

Buzz #3: Conference Success Tips!

2019 Penn-Del AER Conference Buzz!

It's almost here! The 2019 Penn-Del AER Conference is just days away. In this issue of the Conference Buzz, we want to share some strategies for making the most out of this year's event.

Still haven't registered? No problem! [Click here](#) to download the registration form. Save the form to your computer, then open it using Adobe Reader or Acrobat (do not complete the form using Microsoft Edge, Google Chrome, or another web browser). Enter your information, save the document, and submit it as directed in the form.

Chart Your Course to Maximize Your Experience

Detailed descriptions of all presentations and activities can be found in the **2019 Penn-Del AER Conference Program**. Select the concurrent sessions and networking events you plan to attend and mark them on your copy of the **2019 Penn-Del AER Conference At-a-Glance**. Digital copies of both documents can be found in the conference Dropbox. A link to the Dropbox folder is emailed to each conference registrant, or [click here](#) to download the At-a-Glance chart. All files in the Dropbox will also be provided on a USB drive in your registration packet.

Download Session Handouts

Each of our presenters were asked to provide accessible digital copies of any handouts and PowerPoint presentations they will be using at the conference. All submitted files have been organized in folders by presentation title in the conference Dropbox and on the USB drive. After you've designed your personal agenda, take a few moments to download the necessary materials. Print the files or save them on an electronic device where you can access them during sessions.

The Pennsylvania-Delaware Chapter of the Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER) supports professionals who provide education & rehabilitation services to people with visual impairments.

Please make time to access the session materials you wish to have available ahead of time so that presenters will not need to allow time during sessions for file retrieval. Otherwise, please bring a computer to sessions and plan to access materials using your conference USB drive.

Get Oriented

Review the hotel map on the back of the conference program. A text-based description of the hotel layout is provided in the Conference Dropbox folder and on the USB drive. Take a few moments to familiarize yourself with the location of meeting rooms listed in the conference program to ensure timely arrival at sessions and other events.

Dress for Success

Conference attire is business casual. Be sure to wear comfortable shoes and dress in layers or bring a light sweater or jacket for personal temperature control.

Stay Charged

Remember to pack chargers for your computer, tablet, and phone.

Remember to Fuel Yourself

Stay hydrated and be sure to eat or snack as necessary to keep your energy levels high throughout the busy days of the conference.

Stay Active

Make time to get some exercise each day. Even a quick walk around the outside of the hotel can help you to stay energized and focused.

Avoid Distractions

Set up an “out of office” reply on your phone and email and place your phone in silent mode each morning.

Prepare to Learn

Bring along plenty of paper and your favorite pen or a device for taking notes.

Get Organized

Plan to carry your conference packet or bring a portfolio to carry session evaluation forms, your schedule, your Verification of Attendance Form if you need proof of attendance for continuing education credit hours, handouts, and other materials.

Prepare to Network

Bring business cards or a good pen to share your contact information with new friends.

Set Your Goals and Intentions

Reflect on your professional goals before attending and select your sessions accordingly. Are you looking to extend professional contacts, find a mentor, gain experience or expertise, build enthusiasm, learn new tools and ideas, ... don't just passively attend the conference. Make a plan to focus on variety, try some new topics, or go deep in one area. Remember, it's *your* conference.

Follow-Up

After the conference, follow-up with your new contacts. Also, remember to pay it forward by sharing what you've learned with colleagues and friends.

Be Appreciative

Thank your supervisor for allowing you to attend. Let your family know how much you appreciated their support while you attended the conference!

Plan Ahead

Watch for information about the 2020 Penn-Del AER Conference and other AER events. Make notes NOW on topics or issues you can present at next year's conference!

Join the Process!

If you are a Penn-Del AER member and would like to work with a dedicated group of individuals who truly believe that our annual conference promotes professionalism in our field and offers opportunities for personal growth and refreshment, why not consider joining our Conference Planning Committee? Willing heads and hands are always welcome! Look for members of the Planning Committee and the Penn-Del AER Board during the conference and ask how you might help with conference preparation next year!

**We look forward to seeing you soon!
Travel safely!**

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