Conference Prep: An Attendee’s Guide to Making the Most of MadWorld 2018

PRESENTED BY:
Deborah Lockwood, Senior Technical Writer
GHX
BEFORE WE GET STARTED...

The webinar will be recorded and emailed to all registrants

Use the Question Panel in GoToWebinar to ask questions throughout the webinar
• Deb Lockwood
  • Denver, Colorado, USA
  • Senior technical writer @ GHX
  • Society for Technical Communication Fellow
  • Boulder of the Writers Alliance member
• Authoring tools
  • MadCap Flare and Capture
  • MadTranslations service
  • Microsoft products
Agenda

• Planning
• Following up
• Reporting
• Delivering
• Tips
Before you go

✓ Determine your focus
- Select your sessions (schedule)
- Decide how you will capture ideas
- Set up future meetings
Planning

• Before you go
  ✓ Determine your focus
  ✓ Select your sessions (schedule)

• Decide how you will capture ideas
• Set up future meetings
Planning

• Before you go
  ✓ Determine your focus
  ✓ Select your sessions (schedule)
  ✓ Decide how you will capture ideas
  • Set up future meetings
Planning

• Before you go
  ✓ Determine your focus
  ✓ Select your sessions (schedule)
  ✓ Decide how you will capture ideas
  ✓ Set up future meetings
• While there
  ✓ Go to the sessions you identified, but...
  • Focus your note taking energies
  • Take advantage of the mobile app
  • Go to the hospitality lounge
  • Attend the networking events
• While there
  ✓ Go to the sessions you identified, but...
  ✓ **Focus your note taking energies**
  • Take advantage of the mobile app
  • Go to the hospitality lounge
  • Attend the networking events

Blue pencil [https://www.freeiconspng.com](https://www.freeiconspng.com)
Attending

• While there
  ✓ Go to the sessions you identified, but...
  ✓ Focus your note taking energies
  ✓ Take advantage of the mobile app
• Go to the hospitality lounge
• Attend the networking events
• While there
  ✓ Go to the sessions you identified, but...
  ✓ Focus your note taking energies
  ✓ Take advantage of the mobile app
  ✓ Go to the hospitality lounge
• Attend the networking events
• While there
  ✓ Go to the sessions you identified, but...
  ✓ Focus your note taking energies
  ✓ Take advantage of the mobile app
  ✓ Go to the hospitality lounge
  ✓ **Attend the networking events**

Icon [https://icons8.com](https://icons8.com)
Following Up

- Each day
  - Polish your notes
  - Capture other thoughts
  - Follow up with speakers
• Report about what you learned
  ✓ Before and after
    ✓ Beforehand, determine focus areas
    ✓ Afterward, describe experiences and outline solutions
• Write with management in mind
• Craft a clear message
• Report about what you learned
  ✓ Before and after
    ✓ Beforehand, list focus areas
    ✓ Afterward, describe experiences and outline solutions
  ✓ Write with management in mind
• Craft a clear message
• Report about what you learned
  ✓ Before and after
    ✓ Beforehand, list focus areas
    ✓ Afterward, describe experiences and outline solutions
  ✓ Write with management in mind
  ✓ **Craft a clear message**
 Delivering

• Share your thoughts and revelations
  ✓ Share the presentations
  • Distribute your notes
  • Present relevant topics to your team
  • Discuss potential solutions
  • Write articles
Delivering

• Share your thoughts and revelations
  ✓ Share the presentations
  ✓ **Distribute your notes**
• Present relevant topics to your team
• Discuss potential solutions
• Write articles
Delivering

• Share your thoughts and revelations
  ✓ Share the presentations
  ✓ Distribute your notes
  ✓ Present relevant topics to your team
• Discuss potential solutions
• Write articles
• Share your thoughts and revelations
  ✓ Share the presentations
  ✓ Distribute your notes
  ✓ Present relevant topics to your team
  ✓ **Discuss potential solutions**
• Write articles
• Share your thoughts and revelations
  ✓ Share the presentations
  ✓ Distribute your notes
  ✓ Present relevant topics to your team
  ✓ Discuss potential solutions
  ✓ Write articles
Tips

✔ Visit the hospitality lounge
  • Bring plenty of business cards
  • Download the mobile app ahead of time
  • Engage at the networking events
Tips

✓ Visit the hospitality lounge
✓ Bring plenty of business cards
  • Download the mobile app ahead of time
  • Engage at the networking events
Tips

✓ Visit the hospitality lounge
✓ Bring plenty of business cards
✓ **Download the mobile app ahead of time**
  • Engage at the networking events
Tips

✓ Visit the hospitality lounge
✓ Bring plenty of business cards
✓ Download the mobile app ahead of time
✓ Engage at the networking events
Wrap up

✓ Plan
✓ Follow up
✓ Report
✓ Deliver
See you at MadWorld!
Get $5 off your first two rides with code: MADWORLD2018