HOW TO MAKE THE MOST OF CONFERENCE PARTICIPATION

1. Start by familiarizing yourself with the meeting. Events you may be interested in can be found on www.ibparticipation.org and can be viewed by date or geographic region.

2. Reach out to the right audience.
   - See if you can make a presentation at the meeting. Contact the organizers in advance. Suggest a topic relevant to the objectives of the organizers and the theme of the meeting. HINT: be willing to address a broader topic, for example: “Graduate School Opportunities” or “STEM Career Opportunities.”
   - Get a list of attendees in advance. Make advance arrangements to meet with faculty and students who are likely to be interested in your area of study/research.
   - Make the best use of your time and travel budget by making arrangements to visit other schools or organizations in the area.
   - Enlist assistance from your staff, colleagues, graduate students and other offices on your campus.

3. Communicate effectively.
   - Give a strong presentation with handouts and contact information so that potential students and/or mentors can reach you after the meeting.
   - Address the interests of the students, faculty or staff you are meeting. If a student’s interests don’t fit your program, or if they are not interested in your school or geographic location, refer them to other programs or funding sources through www.ibparticipation.org.
   - Collect contact information from everyone you meet.

4. Most important!!! Follow up.
   - Send everyone a thank you email with your website, a reminder about your program, and other information, as appropriate.
   - Share contact information with other staff, faculty or programs. Fax our office copies if you don’t have the time or staff assistance to do this (207-563-6069).
   - Maintain enthusiastic, informative, timely communication with students you are interested in recruiting.
   - Make an effort to develop good ties with faculty you meet from “feeder” institutions. Extend invitations to present on your campus, make visits to their campus, plan follow up meetings at other conferences, and share information via email, etc.