



# ICD® GET READY FOR CONFERENCE 2021

## Checklist

### 2 Months Before Conference

- Block time in your calendar for conference.
- Block time in your calendar to review conference materials beforehand.
- Block time in your calendar after conference to process your notes, connect with colleagues and complete any other follow up tasks.
- If this is your first ICD® conference, sign up for the Buddy Program (to get one-on-one conference support from another ICD® subscriber) by selecting the "I want a conference buddy" button and if you would like to volunteer as buddy, select the "I want to be a buddy" button on the conference webpage (buttons available by July 1st, 2021).
- Ask your ICD® colleagues to attend with you as a group. Then you can plan places to meet and things to do outside of conference, etc. Attending with a group can deepen your understanding of each session when you share what you have learned.
- Review the list of presenters and the topics of each session. Compare that to your current level of knowledge and determine if you need to do reading of this topic or want to purchase the presenter's books before conference.
- Purchase your ingredients for the ICD® signature cocktail and mocktail. A list of ingredients and a link to a video of how to put it all together will be available on the conference webpage by August 1st, 2021.
- Put together your "Roaring Twenties" costume (from the waist up, that is). Keep an eye out for inspiration in future Countdown Newsletters.
- Share your excitement about conference on social media and show clients you are serious about your continuous learning. Use #ICD20in21 in all your social media posts.

### A Few Days Before Conference

- Set conference goals: write down what you want to learn, whom you want to meet, sponsors you would like to speak with.
- Review the conference materials. The idea is to have a general idea of what you want to learn. List any questions you have.
- Attend the free onboarding session before conference to set up your profile and become familiar with the virtual event space (date and time to be announced) or watch the onboarding video by clicking on "How to Attend, Computer Warm-up Session" button on the conference webpage (button available by September 1st, 2021).
- Lights, camera, sound, Wi-Fi, action. Check on your tech systems and gear. Don't rely on the fact your computer never failed before, or your internet connection is stronger than ever. Have a backup plan and get adapters and chargers ready.
- Prepare snacks, lunches and dinners in advance; or have the delivery person on speed dial.
- If you have strategies that help you learn better or stay focussed (such as white noise makers or fidget spinners), set them up, test them out, and put them near your computer.
- Get a good night sleep, eat healthy meals, and drink lots of water on the days leading up to conference. Being well-rested helps you be relaxed, focused and engaged.



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### *Checklist Part Two*

#### **On Conference Days**

- Dress for success. Wear whatever makes you feel comfortable (remember that attendees only see your face and shoulders; PJ pants and bunny slippers are an option).
- Turn on an Out of Office Message and put your phone on silent.
- Smell the ambience. Get in the mood to focus; use a diffuser with some drops essential oil. The aroma creates a totally different environment and improves the experience. Did you know that vetiver essential oil is great for those with ADHD?
- Have at hand your preferred note-taking method whether it is pen and paper or an electronic device.
- Stay hydrated. Keep a water bottle nearby.
- Take screenshots and share on social media with [#ICD20in21](#).
- Take regular screen breaks from your computer. Every 30 minutes, look away from your screen and stare at something in the distance.
- Go for a short walk, do a 5-minute deep breathing exercise or desk-yoga-session, or take a quick shower in between classes.
- Consider listening to some of the classes while you walk (there will be a recording to listen to later).

#### **After Conference**

- Take some time off to relax and process what you have learned. Give your brain a break.
- Process your notes, connect with colleagues and complete any other follow up tasks.
- Claim CEU's and update your ICD® class attendance spreadsheet.
- Create social media posts about what you learned at conference and share with your network. Use [#ICD20in21](#).
- Complete the conference feedback forms or send your feedback to the conference chairs (this helps them prepare an even better event in 2022).
- [Sign up as ICD® 2022 conference volunteer](#) and have a say in this very special in-person event that everyone has been waiting for.

Never underestimate  
the investment  
you make in yourself.

**Sign up now and claim the amazing early bird rate!**