



IARS 2019 Annual Meeting First Time Attendee Toolkit

PLAN AHEAD

- 💡 Make sure your passport is valid until at least December 2019 to ensure you will not have any issues traveling to Montreal.
- 💡 Call your credit card company and let them know you'll be in Montreal. This will prevent them from putting a hold on your credit card usage.
- 💡 Make sure your credit card(s) will work in Montreal—MasterCard and Visa are accepted everywhere, but your debit card may not work.
- 💡 Check ahead of time to ensure your credit card does not charge a foreign transaction fee. If it does, it may be in your best interest to plan to bring cash.
- 💡 Avoid inflated transaction and exchange fees at the airport or service kiosks in Canada by exchanging your currency for Canadian Dollars (CAD) ahead of time at your local bank—many banks offer currency exchanges at local branches and can order the currency for you at a much lower cost.
- 💡 Factor in extra travel time for going through customs.
- 💡 Check the weather and pack accordingly. Business professional attire is recommended at the Annual Meeting. The average temperatures for Montreal in the month of May range from 56°F – 66°F.
- 💡 Research nearby coffee shops and restaurants beforehand, and budget time for standing in line if you decide to get coffee at the Annual Meeting hotel.
- 💡 Download the IARS, AUA & SOCCA 2019 Mobile App. It will allow you to network with your colleagues and peers, view the complete event schedule, explore sessions, and receive daily highlights and much more! You can even evaluate sessions and speakers through the app!
- 💡 Reference the maps provided in the Program Book or app to navigate the hotel and exhibit hall.
- 💡 Have plenty of business cards on hand for easy networking.
- 💡 Review the preliminary schedule beforehand and note sessions that you'd like to attend. Plan realistically — you will need time for breaks (i.e. food, social).
- 💡 Plan your thirty-second elevator introduction. In other words, be able to summarize who you are and what you do professionally in the time it takes to reach your floor – about thirty seconds.
- 💡 Bring a pen and notebook, or tablet to take notes at presentations.
- 💡 Make a note of when the coffee/lunch breaks take place; take advantage of these as prime networking opportunities.
- 💡 Sign up to attend a Dine-Around and/or one of our new Themed Continental Breakfasts. They are a great opportunity to network more meaningfully and build new connections in a more intimate space, while having a delicious meal.



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AT THE MEETING

- 💡 If you are unable to obtain Canadian Dollars (CAD) ahead of time, you may avoid fees by withdrawing cash from a bank ATM in Montreal. Some ATM networks offer fee-free withdrawals to visitors. Again, avoid change bureaus found in airports, train stations, and tourist areas. They will charge the most in fees for exchanging currencies
- 💡 Monday, May 20 is National Patriots' Day in Quebec. It is a Canadian statutory holiday celebrating the patriots who fought against British rule. The following institutions will most likely be closed in observance:
 - Banks
 - Most city of Montreal offices
 - Post Offices, with the exception of independent post offices operating in the private sector.
 - Some restaurants
- 💡 Attend the T.H. Seldon Memorial Lecture—this is a great educational session and an excellent, early opportunity to make important connections with leaders in your field.
- 💡 Be sure to wear your nametag to meetings, social events, and on the Annual Meeting shuttle buses—but not on the street. Consider carrying snacks and drinks.
- 💡 Check the Annual Meeting Daily e-newsletter for updates on the day's activities and sessions.
- 💡 Don't be afraid to go to sessions outside of your specialty; they may surprise you!
- 💡 Attend the social events! Not only are they often held in special, interesting venues, they are also the perfect opportunity to gain visibility, meet leaders and network.
- 💡 Use #IARS2019 when posting anything related to the meeting. Search the hashtag to view other attendees' experiences.
- 💡 Build new connections; don't just hang out with your lab mates and/or colleagues.
- 💡 Use the meeting as an opportunity to approach those you admire.
- 💡 During each session, write down at least three key takeaways. Collect your notes and information in a way that makes it easy to access when you return home.
- 💡 Ask questions at sessions. Moderators usually reserve time at the end of the session for audience questions. Write down your question in advance and make sure it's related to the discussion.
- 💡 You'll want to be well-rested, clear-headed, and at your best in order to maximize your Annual Meeting experience.
- 💡 Have fun!



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AFTER THE MEETING

- 💡 Extend your Meeting – Register for IARS On Demand to maximize your Annual Meeting investment! The CME-accredited program includes easy access to an online library of 80 hours of educational content from the meeting. Revisit sessions you attended and participate in those you missed anytime, anywhere.
- 💡 Take time to reflect: Did you meet your goals? It is helpful to write a summary of your experience for your personal records. You can include descriptions of sessions that interested you, ideas that came up, and who you met.
- 💡 Claim your CME Credit! IARS will provide an online program evaluation and session tracking to support claiming CME credit immediately following the close of the live activity.
- 💡 Follow up with all new contacts via email in the week following the meeting, while memories are still fresh. You can follow up on a question or discussion—or just to say, “It was a pleasure meeting you.” Connect with your new contacts on social media and extend your professional network.
- 💡 Keep abreast of IARS and Journal activities via the A&A Bulletin.
- 💡 Complete the post-meeting survey. About a week after the Annual Meeting ends, IARS emails a survey to all registrants. Please take a few minutes to let the association know about your experience. IARS carefully reviews survey responses as it plans future meetings and events.
- 💡 Follow @IARS_journals for IARS announcements and new Journal content.
- 💡 Now that you’ve experienced your first IARS Annual Meeting, you can become more involved in the next! Submit a proposal for a session, or abstract to share with more than 1,000 leaders in the field at the 2020 Annual Meeting in San Francisco!