



# CONFERENCE TOOLKIT

EASO



EARLY CAREER NETWORK

## BEFORE THE CONGRESS

Check the registration and abstract submission deadlines!

These may be months before the congress.



### Abstract preparation and submission:

- Check abstract guidelines
  - Use **person-first language**
- Reserve time for abstract preparation and feedback from co-authors



### Congress preparation:

- Define your primary objective: sharing research results, seeking collaborations, finding a job, learning about new developments in the field of obesity, etc.
- Make concrete goals based on your overall objective(s)
- Look for travel grants or awards, like **EASO's Travel Grant for ECO**
- Arrange your accommodation and transport
- Choose from the conference program which talks to attend, take note if there are any researchers you would particularly like to connect with – consider contacting them to arrange a coffee over the conference
- Prepare an 'elevator pitch' on your research
- Bring notebook or laptop for notetaking
- Finish your other work duties so you can attend without answering emails or working on projects
- Update your professional social media accounts

## DURING THE CONGRESS



### Active participation:

- Take notes
  - Use **person-first language** in your presentation
- Are you attending with colleagues from your home lab? Consider splitting up and sharing knowledge from different sessions when you return home after the conference
- Share your experience on social media with the conference hashtag
- Find the poster area and locate interesting topics
- If you feel nervous about asking a question in front of an audience, approach the speaker after the session



### Networking tips:

- Find experts and peers in your field and introduce yourself
- Make the most of your conference experience by networking with as many attendees as possible, as you never know who could provide valuable input on your research
- Engage with people at the industry exhibition to learn about new equipment, products, developments, and jobs in the field
- Avoid hanging out only with your colleagues from your lab
- Identify and hang out with connectors: people who are surrounded by people and host social events
- Participate in social events (or create your own)
- Exchange contact information (e.g., LinkedIn profile)

## AFTER THE CONGRESS



- Organize your notes and share them with your colleagues
  - Write down how to improve your conference experience next time
- Follow up with your new contacts via email or LinkedIn
- Stay in touch with your network via social media

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