

# Conference Packing Checklist

- Rolling suitcase on wheels with a long handle
  - Conference Tote Bag or Briefcase
  - Folder or Multi-Pocket Files
  - Clothes and Accessories
  - Comfortable Shoes
  - Band-Aids for blisters on heels from shoes
  - Tylenol, Advil, Aspirin, Acid reflux tablets (for headaches, stress or indigestion) and any other medication you might need. Also don't forget your vitamins.
  - Throat lozenges – for sore / dry throats from talking so much (some folks have laryngitis by the end of the conference) or from the circulating hotel air, which can sometimes be dryer.
  - Safety pins and/or a small Sewing Kit for unexpected tears in clothing
  - Small pack of tissues
  - Make-up/cosmetics
  - Shaving essentials
  - Shampoo & Conditioner
  - Unscented deodorant (due to allergic reactions of others, many conferences do not want you to use scented products. No perfumes, or scented aftershaves, deodorants, or hair products. Help create a scent-free environment.
  - Hairbrush or Comb and Hair Accessories which might include a mini blow dryer or curling iron. (Even if the room provides a blow dryer, you may want to bring your own if rooming with others – cuts down on early morning chaos in the bathroom.)
  - Bathroom Bag to keep all toiletries together, (gallon-sized zip lock bags work)
  - Ear Plugs
  - Room Snacks
  - Refillable Water Bottle
  - Cell Phone with Camera
  - Cell Phone Charger
  - Cash or Bank Card
  - Notebooks or Laptops
  - Business Cards
  - A 'One-Sheet' for Your Book
  - Index Card with Story Pitch
  - Pens and Sharpies
  - Small Block of Sticky Notes
- Author Book Table Supplies**
- Bring a box of your books with wire picture frames holders to use as stands and to prop up book cover signage for display.
  - Many conferences require the author to bring books with removable labels (price stickers). This helps the book cover to remain unblemished when the price sticker is removed.
  - Also bring bookmarks, business cards, book postcards, table flyers.
  - A clipboard with a sheet for people to sign up for your newsletter could also help grow your email list.
  - The conference usually requires you to download and bring the conference book table inventory sheet stating your book titles, number of copies, and price.