

**BEFORE THE ANNUAL MEETING****1. Logistics**

- a. Don't lose your name badge
- b. Pay attention to emails
- c. Set up meetings ahead of time
- d. Use social media to pre-connect and reach out to your network
- e. Packing
  - i. Professional, yet comfortable
  - ii. Think about each day's events when planning outfits
  - iii. One extra outfit

**2. Prepare Yourself**

- a. Think about:
  - i. Your goals & priorities
  - ii. How you will introduce yourself
- b. Update your LinkedIn Profile
- c. Copies of resume
- d. Business cards

**3. Prework**

- a. Study the schedule, use personal scheduler and download the APHA Annual Mtg app  
<http://www.apha.org/meetings/eventschedule/>
- b. Identify pre-conference workshops, meetings and outings (Learning Institutes)
- c. Research presenters and engage on social media
- d. Look at the exhibitor list and layout: <http://www.apha.org/meetings/exposition/>

**4. APHA Student Assembly**

- a. If you are a student, and you are an APHA member, you are automatically a member of the APHA Student Assembly: <http://www.apha.org/memborgroups/students/>
- b. Annual National Student Meeting, Sat, Nov 2<sup>nd</sup>, 10am-6pm in 210C (FREE! But must register, same site as above, add: /meetings)

**SECTIONS, SPIGS, CAUCUSES & FORUMS****1. Sections**

- a. The primary professional units of APHA
- b. Develop content for Annual Meeting, write policy papers, provide professional development and networking opportunities
- c. 29 primary Sections, representing major public health disciplines
- d. APHA members may select two sections, free of charge

**2. Special Primary Interest Groups (SPIG)**

- a. "Open group of self-selected APHA members sharing a common occupational discipline or program area interest and electing no primary Section affiliation"

**3. Caucuses**

- a. "A group of at least 15 APHA members or partisans of a particular position on an issue important to APHA, who pursue a desired result within the Association."
- b. Currently 19 Caucuses
- c. Two types
  - i. Shared characteristics that cannot be changed (i.e. ethnicity/race, gender, sexual orientation)
  - ii. Special interests, worksite issues and social justice issues

**4. Forums**

- a. Membership unit composed of APHA members who are working together on a specific issue that is important to public health, crosses disciplinary and section or SPIG boundaries, requires expertise that may reside in more than one section or SPIG, and supports APHA's mission.

**DURING THE CONFERENCE****1. Register early****2. Scientific Sessions**

- a. Poster: Volume & networking
- b. Round table: Opportunity for conversation
- c. Panel : Best practices & several perspectives on a common topic
- d. Pay attention to locations (use conference hotel shuttles as needed)
- e. Yes, you can introduce yourself to the speaker at the end of the session
- f. Session hopping? Sit near the back
- g. Want the slides? Take handouts and/or jot down presenter's email (fee to access Annual Meeting archives)
- h. In addition to content, learn tips for good presentations

**3. Opening General Session, Sunday, Noon to 2pm**

<http://www.apha.org/meetings/sessions/OpeningGeneralSession.htm>

**4. Public Health Expo**

- a. Over 700 booths
- b. Fantastic networking
- c. 'Like' organizations are placed together, so you can make a strategy

<http://www.expocadweb.com/13apha/ec/forms/attendee/indexTab.aspx>

**5. Events to note:**

Day/Time	Event (Session #)
Saturday 10am-6pm	APHA-SA 9 <sup>th</sup> Annual National Student Meeting (FREE, registration required)
Sunday 10-11:30am	Student Mentoring (157.0)
Sunday 4pm	Student Assembly Welcome & Orientation (209.0)
Monday 8am – 12:30pm	ASPPH Student Leadership Institute (separate event, \$99 fee and register via ASPPH)
Monday 6:30-8pm	<b>COPH Dean's Reception</b> (24.0) Room 162A; Cash Bar & Apps
Monday 8pm	Student Assembly Mixer (284.1)
Tuesday 2:30-4pm	Public Health Topics/Student Projects (i.e. 4352.0)

**6. Public Health Careers**

- a. CareerMart and Coaching Sessions:

<https://secure.commpartners.com/apha/careers/index.php?event=15>

**7. Food**

- a. No food is provided as a part of the conference and no true lunch break
- b. Some Awards Luncheons (required a purchased ticket)
- c. Bring snacks and a water bottle
- d. Plan some meals with others from COPH (great method for internal networking)

**AFTER THE MEETING**

**1. Follow up with new connections**

- a. Thank you email
- b. Thank you note
- c. LinkedIn Connect request (personalized!)
- d. Let speakers know when you use information
- e. Be a connector
- f. As you see relevant opportunities or new information, share with people you met
- g. Schedule a more formal conversation or meeting (informational interview)