

# Hints for making conference trips

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# In general

- Make the trip plan using Travel in good time
- Estimate the costs rounding upwards
- Pay the registration fee early so that you can utilize early-bird fees
- Book flights (using KalevaTravel) early
- Take care of hotel reservation
- Make sure that you get a travel insurance document from the university before the trip

# Take with you the following

- Copy of your passport
- Envelope for mailing conference material for you
- Copy of the receipt of the registration fee payment
- Addresses of your hotel and conference location
- Visiting cards
- Enough money
- The presentation itself in several forms
- Nasal spray for airplanes in case of a flu
- Open mind...

# Other things to consider

- Check the addresses and instructions in advance
- Lactic acid bacteria tablets and disinfection liquid for hands are useful in exotic countries
- Clothes are easy to pack by rolling them
- Take an aisle set for longer flights
- Showing your visiting card speeds up registration in conferences and hotels
- Keep all the receipts safe (including receipt for money exchange)

# In the conference

- First of all, register to get conference material and your badge
  - You may need to show receipt of payment
- Wear the badge in all conference-related events
- Check time and place of your talk in advance and be there in good time
- Check conference program in advance to find most interesting talks
- Three important reasons for conference trips
  - Getting to know people – networking
  - Listening to many talks to get an idea of what kind of research is done elsewhere
  - Giving your own talk to get feedback and new ideas

# Travel expenses claim

- Make it without any delay (using Travel)
- The trip begins when you leave home/office and ends when you return to home/office
- Be careful and attach
  - All receipts related to the costs
  - All small pieces of paper related to flights (this is necessary also when you did not pay the flights yourself)
- Take copies of the receipts just in case

# Finally

- No need to take paper for notes – typically it is included in conference material
- Take a pen anyhow...
- Leave valuables at home
- Optimize the amount of clothes etc needed
- Do not hesitate to get to know new people – open attitude is important