

---

---

# Professional Meetings:

— Strategies and Etiquette —

---

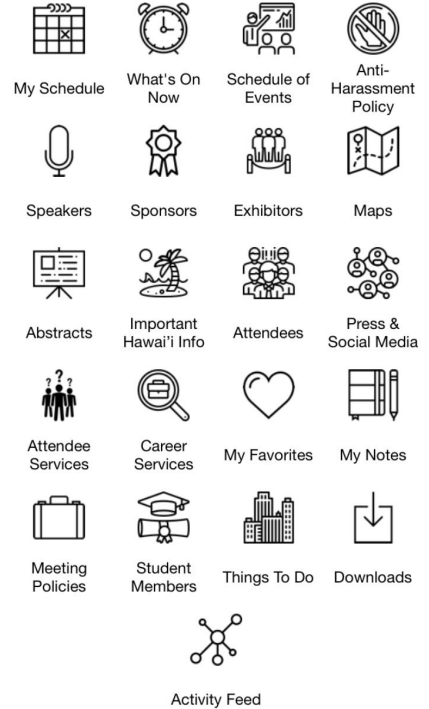
---

# Weekly Meetings

- Attend on time
- Come prepared with something to discuss or contribute
- Be attentive; take notes if needed
- Ask questions when appropriate; don't cut people off
- Use meeting time with advisor for more important or difficult topics

# Conferences: First-Time Attending

- Know which talks and workshops you would like to attend before the meeting. Download the app.
- Have an “elevator pitch” prepared
- Attend talks outside of your field of interest or expertise
- Talk to people; Network
- Attend Plenary talks and Town Hall Sessions



# Conferences: Etiquette

- Be respectful; treat others well
- Don't hog the wifi
- Don't disrupt presentations; use laptop discreetly if needed
- Be mindful of what you post online; don't post private conversations
- Clean up after yourself

# Conferences: Presenting

- Always have presentation preloaded a couple minutes beforehand
- Have a pdf backup of your presentation
- Don't present longer than the time you are given
- Get to know your poster neighbors. They will likely be in your field



Credit: AAS 243

# Resources

- <https://aas.org/policies/meeting-etiquette#general>
- <https://aas.org/meetings/aas241/first-timer-tips>
- <https://astrobetter.com/wiki/Getting%2bthe%2bMost%2bOut%2bof%2bAAS%2bMeetings>
-