

Conference-Ready: The HR Packing Checklist



Documents:

- ☐ Passport or ID
- ☐ Boarding pass
- ☐ Emergency contacts
- ☐ Trip itinerary
- ☐ Cash
- ☐ Copies of important documents

Convention Center Comfort:

- ☐ Water bottle
- ☐ Lipbalm
- ☐ Hand sanitizer
- ☐ Comfortable shoes
- ☐ Warm sweater for cold convention centers
- ☐ Antibacterial wipes
- ☐ Mints
- ☐ Umbrella
- ☐ Hydrating drink powder
- ☐ Snacks
- ☐ Hand lotion
- ☐ Face mask

Technology:

- ☐ Headphones
- ☐ Portable charger
- ☐ Laptop/charger
- ☐ Headphones
- ☐ Tablet

Medical:

- ☐ Advil
- ☐ Prescriptions
- ☐ Allergy medication
- ☐ Antacid tablets
- ☐ Vitamins
- ☐ Glasses & contact lenses

Toiletries:

- ☐ Shampoo
- ☐ Conditioner
- ☐ Soap
- ☐ Deodorant
- ☐ Toothpaste and brush
- ☐ Hairbrush
- ☐ Earplugs
- ☐ Sleep mask
- ☐ Face wash
- ☐ Moisturizer
- ☐ Sunscreen
- ☐ Razor
- ☐ Tweezers
- ☐ Makeup
- ☐ Hairstyling tools
- ☐ Tissues
- ☐ Toothpicks or flossers
- ☐ Eye drops
- ☐ Hair ties
- ☐ Cotton swabs
- ☐ Body lotion

Business On The Go:

- ☐ Business cards
- ☐ A briefcase or comfortable bag
- ☐ Printed convention schedule
- ☐ Notepad and pen
- ☐ Folder to hold documents
- ☐ Stain remover stick

General Packing:

- ☐ Shirts
- ☐ Shorts
- ☐ Jeans
- ☐ Pants
- ☐ Leggings
- ☐ Workout clothes
- ☐ Pajamas
- ☐ Business outfits
- ☐ Rain jacket
- ☐ Sunglasses
- ☐ Hat
- ☐ Undergarments
- ☐ Socks
- ☐ Jewelry
- ☐ Book