

In-Person Career Conference: Dos & Don'ts

First impressions matter. The way you present yourself in person can help you build meaningful connections and leave a lasting professional impression.

Use the tips below to feel confident and make a positive impact.



ATTIRE

Make a positive and professional first impression.



- Dress appropriately for the event and industry
- Choose clean, neat, and well-fitted clothing
- Pay attention to grooming and personal hygiene
- Wear comfortable, professional shoes (you may be standing or walking for long periods)



- Wear overly casual clothing (i.e. sweatpants, athletic wear)
- Ignore details like stains, wrinkles, or unprofessional accessories
- Wear clothing that distracts from your professionalism



ATTITUDE

Bring a positive mindset, stay present, and be open to new perspectives and opportunities.



- Be confident, positive, and approachable
- Maintain good posture and eye contact
- Listen actively and show genuine interest
- Be respectful, inclusive, and open-minded



- Spend the event looking at your phone
- Appear bored, distracted, or uninterested
- Interrupt others or dominate the conversation



CONVERSATIONS

Engage in meaningful and respectful conversations.



- Introduce yourself confidently with a smile
- Ask open-ended questions and follow-up questions to build on what is shared
- Introduce yourself with a brief professional introduction (**hint: use your elevator pitch!**)
- Focus on learning and building relationships not just asking for jobs
- Exchange contact information and follow-up within 24-48 hrs



- Talk only about yourself or your achievements
- Discuss politics, religion, or other sensitive topics
- Complain, criticize, or speak negatively about others

BEFORE YOU ATTEND



- ✓ Review conference details and register for events
- ✓ Research participating employers and speakers
- ✓ Prepare your 30-second introduction (elevator pitch)
- ✓ Bring a notebook and pen for notes
- ✓ Contact Career Education if you have any questions

REMEMBER



Be authentic, prepared, and engaged. Professionalism, curiosity, and genuine conversations can help you build meaningful connections. You don't need all the answers, just a willingness to learn.



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Online Career Conference: Dos & Don'ts

First impressions matter even online! The way you present yourself virtually can help you build meaningful connections and leave a lasting professional impression.

Use the tips below to feel confident and make a positive impact.



PROFESSIONAL PRESENCE

Make a positive and professional first impression.



Dress professionally from head to toe

Choose a clean, well-lit space

Use a neutral, distraction-free background (or a professional virtual background)

Minimize background noise by closing unnecessary applications and notifications

Keep your camera on and update your display name



ATTITUDE

Bring a positive mindset, stay present, and be open to new perspectives and opportunities.



Be confident, positive, and approachable

Maintain good posture and eye contact with the camera

Listen actively and show genuine interest

Be respectful, inclusive, and open-minded



CONVERSATIONS

Engage in meaningful and respectful conversations.



Introduce yourself confidently with a smile

Ask open-ended questions and follow-up questions to build on what is shared

Introduce yourself with a brief professional introduction (**hint: use your elevator pitch!**)

Focus on learning and building relationships not just asking for jobs

Exchange contact information and follow-up within 24-48 hrs



Wear clothing that is too casual (i.e. pajamas, athletic wear)

Leave clutter visible in your background

Leave clutter visible in your background



Multitask or browse other websites

Appear bored, distracted, or uninterested

Eat meals while on camera

Join from a noisy or distracting location



Talk only about yourself or your achievements

Discuss politics, religion, or other sensitive topics

Complain, criticize, or speak negatively about others

Interrupt or talk over others

Stay silent during networking sessions

BEFORE YOU ATTEND



- ✓ Review conference details and register for events
- ✓ Research participating employers and speakers
- ✓ Prepare your 30-second introduction (elevator pitch)
- ✓ Test your camera, mic, and internet connection
- ✓ Contact Career Education if you have any questions

REMEMBER



Be authentic, prepared, and engaged. Professionalism, curiosity, and genuine conversations can help you build meaningful connections. You don't need all the answers, just a willingness to learn!



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