



Industry & Tradeshows

- National Organizations NCSHA / NALHFA / NAHMA / NLHA / COSDA
- State of the Industry, Collaboration,
 Networking, Vendor participation, Training

Industry Meetings & Workshops

- NCSHA Institute / HUD Meetings (TRACS, CPD) / Regional Housing / Private Trainer Sessions (Novogradac, Smiths, Etc...)
- Topic or Business Driven (requirement & benchmarking) Training Driven

Know the Event

State HFAs

- Partnership Driven, Education and Promotion for Programs, Engaging Partner Participation
- Golf Tournament or other philanthropic

Community

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 Engaging Partner Participation
- Golf Tournament or other philanthropic



Justifying conference attendance

- What is the purpose of attending?
- Does the conference meet / further organizational goals?
- What is the cost?
- Why attend?
- Who should attend?
- Time away from work?
- What are the desired outcomes?



Justifying conference attendance

Benefits

- Educational/Training/CPEs
- Networking
- Collaboration
- Developer/Vendor Interaction
- Exposure/Public Recognition







Planning Booth #32

Study Opportunities

- Agenda Sessions / Events / Awards
- Meetings

Sponsorship Considerations



The Booth Experience

- Meet Conference Goals
- Materials
- Staffing

Communication & Promotion

Early Booth & Conference Registration

LEADERSHIP CIRCLE





KIS, Fresh, & Fun

- ✓ Participants are more likely to remember you if they engaged/ participated in an experience
- ✓ Involve the senses.
- ✓ Create an experience.
- ✓ Limit Giveaways to one or two
- ✓ Tie it all in







Measure Success

Perception vs Reality

- At the event Take Notes
- Measure Traffic Business Card Drop
- Measure Engagement Take Notes, Lessons Learned
- Performance Ask participant to rate booth, message, giveaways, engagement, etc..



Post-Mortem

- Use your preparation checklist and honestly score your performance
- Provide safe-space for retrospectives and address what went well and what did not
- Discuss and document strategies for continuous improvement
- Report with metrics (purpose, goals, outcomes)



