

Making the Most of an Academic Conference

Office of Career Planning & Professional Development

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The Graduate Center, room 3300.08



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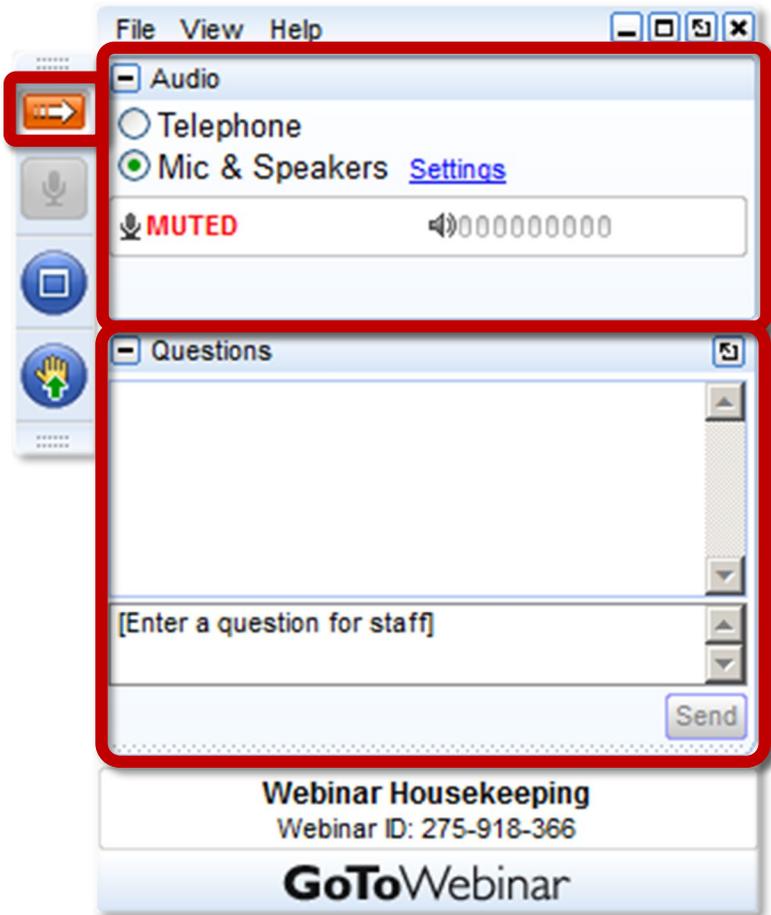
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Audio and Questions



Your Participation

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Submit questions and comments via the Questions panel

Note: Today's presentation is being recorded and will be provided within 48 hours along with slides, handouts, and resources.

Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone this afternoon
- The recording will be available for listening on our website



About the Office of Career Planning and Professional Development (OCPPD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 50 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.

OCPPD Career Resources

Recorded Webinars



A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

Alumni Aloud Podcast

Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: <https://careerplan.commons.gc.cuny.edu/services>



OCPPD Career Resources

Versatile PhD

A popular online resource for students/graduates thinking about careers outside of academia – *includes:*

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings



Vault Career Guides

An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers



Find at: <https://careerplan.commonsgc.cuny.edu/tools>

OCPPD Email Lists

Sign Up for Our Email Lists!

- Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning and Professional Development

Email Lists

Cluster: Humanities

Cluster: Master's Students

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Events

Immediate Internships

Immediate Job Openings

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Webinar Overview

- Overview of academic conferences
 - *Purpose, types, reasons to attend, roles*
- Covering costs
- Preparation for conferences
- Networking and connecting with others
- Interviewing
- Other tips



Purpose of an Academic Conference

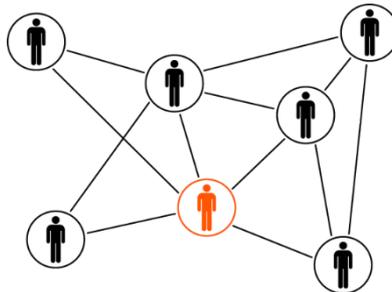
Professionalization:

- Present and share research
- Get feedback, ideas, and support
- Share and assess ideas
- Train in scholarly presenting and connecting
- Network with other scholars
- Learn about jobs and interview for them



Reasons to Attend as a Student

- Present your research and get feedback
- Network and get to know others
- Obtain information about your discipline and higher education in general
- Train in research, presenting, teaching
- Learn about funding
- Gain knowledge about publishers
- Discover jobs and interview for them



Identifying Conferences to Attend

- Determining which conferences to attend
- Recommendations from others
- Sources to learn about conferences
- What is your primary goal or objective in attending a conference? Where are you in your progress to the PhD?



Conference Types

- National/international disciplinary conferences
- Sub-disciplinary or topical conferences
- Regional conferences
- Graduate student campus/department/student organized conferences



Roles at a Conference - 1

- **Potential roles at a conference:**
 - Present a poster
 - Present a paper
 - Join a round table
 - Organize a panel/workshop
 - Participate on a panel/workshop
 - Help the organizer or volunteer
 - Listen, observe, learn, and network
 - Interview for a job



Roles at a Conference - 2

- **How do you get a role?**
 - By invitation
 - By application
 - By asking
- **Application deadlines:**
 - Deadline for posting a call for papers – 11 to 14 months
 - Deadline for submitting paper to a panel – 10 months
 - Deadline for panels to be finalized – 9 months

Covering Costs

- Student Affairs can provide up to \$300 in travel funds
- The PSC-CUNY provides funds to those who are teaching
- Library funding resources
- Academic organizations and professional societies
- Conference volunteering
- Non-academic sources
- Sponsorship
- Other lodging options
- Conference listservs



Preparation for the Conference

- **Prepare for the basics:**
 - Consider logistics
 - Research the agenda and attendees
 - Identify sessions
 - Map out a timeline
 - Pack food, clothing
 - Finalize budget
 - Plan your networking strategy
 - Create business cards



Preparation for Presenting

- Mode of delivery
- Presentation aids
- Potential audience
- Logistics
- Transportation of materials
- Practice



Preparation for Interviewing

- **Interview preparation:**

- Logistics
- Research
- Elevator pitch
- Summary of your research
- Practice questions



- **Paperwork preparation:**

- Updated CV
- Application materials
- Other materials: Writing samples, articles, abstracts, syllabi

Interviewing at Conference

- Location
- Scheduling is critical
- Group interview
- Professionalism
- Carry your materials
- Follow-up – send thank you notes



Strategies for Connecting

- Plan targeted get-togethers
- Have in-person meetings
- Arrange introductions to new connections
- Engage with presenters
- Meet publishers and exhibitors
- Attend meetings and workshops
- Go to events, receptions, social gatherings



“Don’t just sit with the people you already know; make a point to branch out from your core group”

Networking Tips

- Devise and practice conference phrases
- Topics: your research, their research, the field
- Inject and introduce yourself
- Introduce people to each other when you can
- Remove self from conversations
- Strategies: Buddying-up or Drafting
- Be polite and respectful
- Keep good records and follow-up



More Conference Tips

- Comfortable clothes and shoes
- Survival kit - snacks, water, flash drive
- Don't check suitcase
- Think small – ‘conferences within conferences’
- Conference apps



Summary

Main Takeaways:

- Professionalism
- Prepare for conferences
- Practice for your role
- Participate and network
- Repeat!



REMAINING QUESTIONS?

