Transportation:
Flights
- Only fly if more than 6 or 8 hour drive
- Watch prices and book ~2 months out for best prices
- Most convenient times or most FF miles
- Check all airlines (kayak.com, hipmunk.com) + Southwest separately
- Paper boarding pass
- 3+1+1 - on quart sized bag with all liquids, none more than 3 oz.
- Never hurts to ask about changing flights – they can waive fees if your flight is delayed

Airport to hotel
- Call hotel a few days before the trip and ask concierge for options and rates for ground transportation

Lodging:
- Stay at conference hotel if at all possible
  - No lost time traveling
  - Easier to network with fellow attendees
- If not conference, ask host for recommendations
  - Walking distance to events
  - Food nearby (Grubhub, UberEats)

Luggage:
- Only carry-on bags – one under seat, one overhead – if possible
- Select one color scheme for clothing for entire trip, to minimize clothing
- Use a small travel purse that fits in briefcase, and keep last year’s AAA card, health insurance card, etc in there at all times, so you can grab and go.
- Take photo of any checked bags, in case they lose it

If you travel a lot, have second set of all cables (lap top charging cable, phone cable, phone charger battery) and toiletries, that live in your suitcase/briefcase.

Make sure to have paper copies of hotel confirmation, important people’s contact info, addresses, etc. Dead trees are your friends, dead batteries are not.

Money:
- Multiple credit cards and cash

Food:
- Stick granola bar in your briefcase – or not – of December 2017, all food has to be removed from your bags and inspected by TSA.