

EAG(x) Template

Session Notes

Session Name by *Speaker, Organization*

- Session notes

Terms, studies, ideas I did not understand / Things to look up

-

Books, podcast, etc recommended or referenced

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Sessions Questions / Notes / Actions

- I liked the way this was phrased
- Here was an interesting question
- Sat next to Sarah and spoke about connecting 2 EA groups
- Follow up with Sarah in 2 weeks to see how the first steps in her project have gone.

(Space for photos of slides uploaded into the doc after the conference)

Session Name by *Speaker, Organization*

- Repeat all bullets for each session
- It can be helpful to alternate light grey highlight if you are highly visual

1:1s

General questions/Cheat Sheet for 1:1s if I get nervous or choke

- What is your plan for bettering the world?
- What do you need help with?
- What would you suggest my next steps should be?
- What has been your favorite session and why?
- Where are you in your career/project/studies and what is your long term career goal?

Name, position, organization - *email, best way to contact*

- Notes
-
- How can I help you

- This section is a reminder to not make it all about me. How can I help, incentivize, encourage this person? What steps can I take after the conference to keep a relationship going? “Can I email you in a month to see if you have taken this next step? If you have not, what could I say to remind you of the enthusiasm that you feel now?”

Suggestions

- Sessions that are missing
- Representation that is lacking
- Ideas to make the next conference better
- What in this section can be a forum post?
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To Do

Sunday evening, reward if I do all of these things

- Send thank you notes to all 1:1s
- Connect w everyone on linked in or social media if appropriate
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Following week, reward if I do all of these things

- Fully comprehend all unknown terms, studies, phrases
 - List them all here and check them off as I go
- Attend new EA group/virtually meet up with 1:1s
 - Plan next steps
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Following Month, reward if I do all of these things

- Apply for next conference
- Apply for all opportunities, jobs, volunteering
 - List jobs here and cross off as I go
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Forum Post Ideas

- Share this template
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