Gartner

# How to get the most from your Gartner event

A lot happens before, during and after a Gartner event.
Make the most of your investment with these simple tips.

## Plan ahead

**6 months out**

### Mark your calendar!

Look for a save-the-date email with the event location and website

**5 months out**

### Convince your boss

Easily report the ROI you get from the conference with:

- A customizable attendance justification letter
- A trip report with highlights from last year's conference

**2 months out**

### Early-bird savings

Save big on the standard registration rate when you register by the early-bird deadline

**3 to 4 months out**

### Preplan your agenda

Use the Gartner event website to view sessions, agenda, FAQs and special events

**TIP:** Be sure to download the Gartner Events app! Use it to build your agenda, preregister for analyst one-on-ones, workshops and roundtables, get up-to-the minute updates like session or room changes, and much more.

**1 month out**

### Build your meeting schedule

Your registration entitles you to:

- Analyst one-on-ones
- Analyst-user roundtables
- Workshops

**TIP:** Online preregistration is required for the above sessions. Be sure to book them early!

## Your on-site experience

### Registration

Check in at registration and receive your badge. Download the Gartner Events app to:

- Finalize your agenda
- See who else is attending
- Attend an orientation session
- Take advantage of a pre-event tutorial

### Keynotes and general sessions

Get inspired by Gartner analysts and luminary guest speakers

### Workshops and analyst-user roundtables

Hear how your peers from various industries tackle problems similar to yours. Share insight, challenges and concerns on today's hottest topics.

### Analyst one-on-ones

Come prepared with questions about your key initiatives and get advice in a one-on-one with a Gartner analyst

### Expand your network

Meet like-minded peers at meals and special receptions

### Tell us what you need

Discover everything Gartner offers — research, insights, consulting, benchmarking, peer networking and more — on-site at the Gartner zone

### Solution Showcase

Network with exhibitors and prepare for your next IT investment

## Back at the office

### Share what you have learned with your team

Download the presentation notes from Events Navigator

Check your email for the post-event NewsFlash

Keep learning with Gartner Events On Demand**

**Only select Gartner events are recorded each year. All Gartner event attendees are provided complimentary access to Events On Demand content, either from their attended and recorded events, or from related events.

## Plan your next Gartner event!

**60** events globally every year

**50,000** attendees worldwide

**1,500** leading technology providers at hand

**11** IT and business roles covered

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