

To do

- Call bank to alert of travel
- Check phone balance & buy data pass
- Prepare travel itinerary notes
- List contact goals & prepare dossiers
- Give Jennifer flight info
- Clean laptop screen
- Charge laptop
- Charge phone
- Charge tablet
- Charge camera
- Run backup
- Plan airport → hotel transit
- Upload slides to OneDrive
- Check in for flight & print boarding pass
- Print hotel registration
- Print conference registration

Bring/buy

- Chewing gum
- Cash
- Presentation clicker
- Poster
- Business cards
- Notebook
- Laptop

International Travel

- Passport
- Power converter

Wallet

- Insurance ID card
- Credit card
- Bank card
- Driver's license
- Cash

Computer bag

- Boarding pass
- Hotel & Conference registration info
- Laptop
- Video dongles
- Laptop power supply
- Presentation clicker
- Thumb drive w/ backup slides and poster
- Tablet
- USB cable
- USB charging brick
- Earphones
- Camera
- Notebook
- Journal
- Small notebook
- Pen
- Cleaning cloth
- Chewing gum
- Business cards (work)
- Business cards (personal)

Other

- Poster

Lay out

- Pants
- Shirt
- Undershirt
- Underwear
- Jacket
- Socks
- Belt
- Watch
- Ring
- Phone
- Pocket pen

Suitcase

- Pants
- Shirts
- Undershirts
- Underwear
- Socks
- Hankerchiefs
- Sleepwear
- Razor
- Toothbrush
- Comb
- Deodorant

Fluids

- Shaving cream
- Toothpaste
- Aftershave