

### General Prep

- File bank travel alerts
- Prepare dossiers and contact notes
- Give Jennifer flight info
- Plan airport / hotel transit
- Upload slides & poster to cloud
- Check in to flight
- Save/print hotel registration
- Save/print conference registration
- Destination health check
- Software updates

### Supply Check

- Shaving cream
- Toothpaste
- Deodorant
- Razor(s)
- Chewing gum
- Cash

### Bring from Work

- Presentation clicker & cable
- Hub dongle
- Poster(s)
- Business cards
- Surface Go
- Surface Laptop
- Mouse
- Backup battery
- Host gifts

### Night Before

- Charge tablet
- Charge laptop
- Charge backup battery
- Check mouse & pen batteries
- Charge earphones
- Check pen ink levels

### Wallet

- Insurance ID card
- Credit cards
- Bank card
- Driver's license
- Global Entry card
- Boise State travel insurance info
- Cash

### Backpack

- Tablet
- Laptop
- Main dongle
- USB-A dongle
- Presentation clicker & cable
- Backup battery
- USB-C power supply & cable
- Lightning cable
- Earphones
- Notebook
- Journal
- Passport
- Pens
- Lens cleaning cloth
- Chewing gum
- Business cards
- Book
- Travel mouse
- KN-95 and N-95 masks
- Rapid tests kits

### Fluids

- Shaving cream
- Toothpaste
- Aftershave
- COVID rapid test solution

### Rolling bag

- Pants
- Shirts
- Undershirts
- Underwear
- Socks
- Hankerchiefs
- Sleepwear
- Razor
- Toothbrush
- Comb
- Deodorant
- Poster(s)
- Power block
- Power converters
- Surface power supply
- Lightning cable
- Watch charging cable
- Fluid bag
- Masks
- Host gifts

### Lay out night before

- Pants
- Shirt
- Undershirt
- Underwear
- Jacket
- Socks
- Belt
- Shoes
- Hankerchief
- Glasses
- Watch
- Phone