

## Summit Packing List

This packing list is meant to represent what items you'll need for this business conference. This is not an exhaustive list that represents every personal item you might want, so please be mindful that you may need to pack more than is reflected on this list.

- ☐ **Business Casual Attire:** The entire conference dress code is business casual attire. Make sure you bring enough clothes/outfits for Tuesday, Wednesday, and Thursday (See below for examples/guidelines)
- ☐ **Semi-Formal Attire:** This is for the Awards Gala on Thursday night. Semi-formal is something between business professional and black tie/formal. (See below for examples/guidelines)
- ☐ **Sleepwear:** Don't forget to bring something to sleep in.
- ☐ **Summit Pins:** For those who have attended multiple Summits, don't forget to bring previous years' Summit pins!!!
- ☐ **Leisurewear/Activewear (optional):** You'll have some free time during the conference where you might want to change out of your business clothes, especially if you choose to do outdoor activities etc.
- ☐ **Sweatshirt;** It's not always sunny in San Diego! Our venue is right on the beach. You may want to bring something to keep you warm outdoors! Temperatures are estimated to be in the 60's during the day and drop to the 40's at night.
- ☐ **Swimming Suit:** We will be right by the ocean + the hotel has a pool and hot tub!
- ☐ **Laptop + Charger:** You will use your laptops for some of the breakout room training sessions but other than that, we will have a "limited use electronics policy" during the conference. There will be breaks if you'd like to check emails, check Entrata dashboard, etc. You will also be able to work at nights or in the mornings as needed.
- ☐ **Personal Toiletries:** The hotel provides the basic toiletries generally provided by hotels but please pack your own toiletries for other personal needs.
- ☐ **Reusable Water Bottle:** We will have drink stations set up during the conference but it's always good to have your own water bottle.
- ☐ **Headphones (optional):** In case you need to take calls and want to be able to do so hand-free
- ☐ **Pen/notebook (optional):** We will be providing you a notebook and pen for the conference but if you have another preferred way of taking notes, please bring that.
- ☐ **Gum/mints (optional):** For the moments you want fresh breath (esp. after a long flight or a meal)
- ☐ **Games/movies (optional):** You will have time to hang out and socialize with your teammates in the evenings if you choose.
- ☐ **Snacks (optional):** We will provide meals and snack breaks each day. If you'd like to bring more snacks or treats, feel free to bring your own.
- ☐ **Money (optional):** Anything you choose to do during your free time or anything outside of what is scheduled for the conference will be on your own dollar. (Example: if you wanted to go shopping, book a spa treatment, or do an outdoor activity like mountain biking during free time)

Anything else you may need during the week!

## Attire Guidelines

**Tuesday:** Feel free to dress casually while traveling.

Change into business casual attire for the evening event.

**Wednesday:** Business casual all day.

**Thursday:** Business casual until the gala

Change into semi formal attire for the awards gala.

**Friday:** Casual attire suited for travel

**Business Casual:** Dress pants or skirt and a nice shirt, or a dress.

E.g. Slacks, blouses, blazers, sport coats, collared shirts, sweaters, dresses and skirts. Please make sure length, neckline, fit, color/print, and sleeves are appropriate.



**Semi-Formal:** Dress as if you were going to visit the Queen!

A semi-formal dress code is best described as being more formal than what you would wear to an office, but slightly less formal than what you would wear to a formal event. E.g. Suits with dress shirt and tie. Cocktail dresses or a dressy pant suit.

