



## *Conference Organisers Check List*

### **Plan your Conference**

- Set Out Aims of Your Conference
- Plan Conference Programme & Topics
- Agree Speakers and presentation timings, content and running order
- Agree budget and allocation of budget: venue hire, catering, speakers, handouts etc
- Agree guest /delegate list and form of invitation
- Remember to incorporate networking time and facilitators

### **Book your Venue**

- Agree access times and set-up times
- Confirm arrival and departure time of delegates and that of support staff
- Agree Rooms hired, facilities included and payment terms. Check room facilities; natural daylight, plug sockets etc
- Check if internet access is available, download speeds and cost
- Agree Room Layout including seating arrangement for speakers/ presenters
- Agree Catering requirements, numbers, special dietary requirements and timings, including tea & coffee breaks
- Agree rooms hired at venue – are you dining in the same or separate room? If separate how close are the rooms?
- Is a hospitality desk required/available?
- Check disabled facilities
- Check ease of access to rooms – do conference organisers have easy access to rooms with equipment and presentation materials from car park?
- Availability of car parking – is it on site? What distance from conference rooms? Is it free or chargeable?
- Check toilet facilities, their number and proximity to conference rooms
- Check Equipment required/available and hire rates, is there back up equipment available? Technical staff to help with set-up?
- Check terms of booking and cancellation policy
- Discuss event with venue to see if they have any Conference Enhancements they can offer to make your event more productive & memorable



## *Conference Organisers Check List*

### **Book your Speakers**

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Agree fees and travel costs

Agree what extras are required; accommodation, transport, presentation equipment and handouts

Agree presentation format and style, duration, topic

Confirm if Speaker needs access to room for rehearsal prior to conference

Confirm if they require a microphone / audio visual equipment

Check terms of booking and cancellation policy

### **Invite your Delegates**

remember to include:

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A brief description of the conference and key topics, details of any keynote speakers and timings

Details of venue with address, postcode and contact details

Details of local transport links and accommodation

A reply/confirmation of attendance request

A request for any special dietary or access requirements or restrictions

Booking terms and conditions, cancellation policy and accepted method of payment if applicable

Invoices and vat receipts if payments are made for the event

Acknowledge delegate bookings and harvest information if required for delegate name badges and/or registration



## *Conference Organisers Check List*

### **Prepare Conference Materials**

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Ensure the presentation works and all elements are in the same format and style

Book rehearsal time if necessary – where & when?

Prepare handouts and presentation packs and certification documents

Prepare Registration/Delegate Attendee check list

Prepare Name Badges and Tent Cards if required

Produce conference/workshop evaluation forms and agree method of distribution – at conference or sent out as a follow up?

Remember laptops, power cables, back up presentation on memory stick, phone, handouts, spare pens and paper

Remember to leave an out of office message behind with details of how delegates can contact you if there is an emergency or they're late or lost

Brief conference venue if you wish them to handle these calls

Check travel times to venue to ensure you arrive in good time!

### **Extras**

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Organise any pre or post conference excursions or activities

Any promotional gifts?

Provide useful tourist & travel information pack