

CONFERENCE PLANNING CHECKLIST

A Year of Planning and Coordinating

Planning successful events, from a simple meeting to a several day conference, takes forethought and time and will require many months of planning and coordination. Brown Conference Services highly recommends that any event be planned at least a year in advance to ensure that resources are secured and spatial and temporal conflicts are avoided. Below is a chronological checklist put together by Brown Conference Services to plan and coordinate a successful event at Brown University. It is meant to keep both the directors of the conference and Brown Conference Services on track.

As Early As Possible (more than **1 year** in advance):

Set Dates

- ☐ Check the University Calendar for possible conflicts, such as major sporting events, conferences, holidays, and University programs (such as Thanksgiving and Easter services, Homecoming, Parents' Weekend, etc.). Consider Spring Break or early June. Dining Services, Media Services, and Facilities are incredibly busy during the months of April and May, so try to avoid these months. Keep in mind that the University prioritizes events on campus with those that align with its academic mission. The University is a year round credit-bearing institution whose classes and events take precedent.
- ☐ Contact the Scheduling Office to reserve meeting rooms, breakout rooms, workshop rooms, and/or banquet rooms. The staff at Conference Services can also recommend what spaces on campus may fit your needs best.

Program Planning and Design

- ☐ Look over and fill out the Conference Planning Worksheet (CPW).
- ☐ Bring the CPW with you to the One-Stop-Shop Open Hours staffed by Media Services, Facilities, Dining Services, and Conference Services.
- ☐ Develop educational design (participant needs, program and participant objectives, topics, speakers, and medium of instruction). Do NOT contact your speakers until you have finalized your dates and time with Conference Services.
- ☐ Determine publicity/advertising schedule and call for papers, if applicable
- ☐ Check budget and provide a cost projection sheet with bid for services needed to Conference Services. We can assist you with budget projections at Open Hours.
- ☐ If high-profile speakers are being sought, earlier contact may be initiated.

Housing

- ☐ Determine which hotel your guests will be staying during the conference. Keep in mind the distance from the hotel to campus and consider potential transportation services needed. Refer to the CPW for suggestions and descriptions of surrounding hotels and other accommodations.
- ☐ Hold a room block at the hotel and sign the contract.

Conference Planning Guide Template

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Event Planning Guideline Aretha Burriesci, 2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success *Event Planning Guide Template: Tips, Ideas and Tools for Event Planning*

Melodi Cervený, 2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

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Make Meetings Matter Charlie Hawkins, 2008-08-15 Meetings should drive results Instead they drive most people crazy Make Meetings Matter will help you rethink the role of meetings in your organization and enable you to br Avoid unnecessary and useless meetings Keep participants engaged and energized Keep the agenda on track Leverage technology Ensure follow up action is taken Based on the author s experience as a marketing executive business owner consultant and facilitator this book is written in a down to earth practical style Hawkins offers insightful strategies and easy to implement tips to help you achieve the outcomes you desire in every meeting Also included are anecdotes and war stories from Hawkin s involvement in thousands of meetings in Fortune 100 companies small businesses and nonprofit groups Make Meetings Matter is an invaluable guide for leaders managers facilitators and participants who

want to improve the effectiveness of every meeting no matter what the topic or desired outcome □□□□□□ □□□,2021-10-01

UNIT 11 Events Management Glenn A. J. Bowdin,Johnny Allen,Rob Harris,Leo Jago,William O'Toole,Ian McDonnell,2023-07-31 A must have introductory text of unrivalled coverage and depth focusing on events planning and management the fourth edition of Events Management provides a complete A to Z of the principles and practices of planning managing and staging events The book offers a systematic guide to organising successful events examining areas such as event design logistics marketing human resource management financial planning risk management impacts evaluation and reporting The fourth edition has been fully updated and revised to include content covering technology including virtual and hybrid events concepts such as social capital soft power and events social inclusion equality accessibility and diversity and the latest industry reports research and legal frameworks The book is logically structured and features new case studies showing real life applications and highlighting issues with planning events of all types and scales in a range of geographical locations This book has been dubbed the events management bible and fosters an interactive learning experience amongst scholars of events management tourism and hospitality **Managing Volunteers** Nancy Sakaduski,2013-03-21 Volunteers are the backbone of many an organization This practical hands on guide filled with useful tips and everyday examples will help those responsible for volunteers successfully recruit and manage this invaluable resource Anyone who supervises volunteers will find this book an indispensable guide for navigating the intricacies of managing unpaid workers Underlying the content is the message that volunteers are a vital part of an organization s workforce and should be treated as valuable members of the team Volunteers can work alongside paid staff members to help the organization run smoothly and efficiently and cost effectively The book is packed with easily implemented advice and proven techniques for successfully handling common situations Concise and easy to read it assumes neither previous volunteer management experience nor familiarity with business practices yet even experienced volunteer managers will come away with fresh ideas and new approaches To augment her own expertise and increase the diversity of viewpoints the author interviewed volunteer managers from various types of organizations and shares their stories Quotes and anecdotes throughout the book help readers relate to common problems and illustrate the challenges and rewards of managing volunteers **An Unforgettable After-Grad** Linda Hunter,2010-09 AN UNFORGETTABLE AFTER GRAD takes the guesswork out of planning and operating one of the most important events in a graduation year the all night graduation party Combining her many years of corporate event planning along with her desire to keep her own three teen graduates safe Linda Hunter has developed an easy to understand and easy to use guidebook for volunteer committees to produce a successful and memorable After Grad event Designed for committee use this practical guide provides a step by step month by month approach breaking down the almost year long process into a straightforward uncomplicated and manageable project Based on a systematic approach this book includes inspiration along with tried and true ideas to help you design your own unforgettable event specific instructions and directions for each

committee eliminating planning guesswork a convenient monthly calendar of action items to keep your committee on time and on track 26 essential adaptable easy to use forms to make planning faster and easier RAVE REVIEWS Finally there is help for those parent committees struggling with the organizing of their school s dry grad I have worked with hundreds of grads over the past 25 years and seen the success and importance of celebrating the once in a lifetime graduation in a safe and organized environment Linda Hunter s book is what every grad committee needs easy to use and comprehensive Get it you ll use it and you ll be glad you did Robert Mesmer America s Grad Hypnotist direct from Princess Cruise Lines With her strong background in event planning along with her incredible energy and huge commitment this amazing woman has volunteered countless hours coordinating these very successful safe and fun filled nights for the kids Linda has established the After Grad Template for new parent organizers not just for Parkland Secondary but for other high schools to learn from her talents and her experience I hope her strong commitment for the positive and safe After Grad goes on for years to come Heather McAughtrie Catering and Conference Manager UVic Students Society University of Victoria About the Author LINDA HUNTER Linda Hunter has over 20 years of conference and event planning experience and has successfully produced five unforgettable After Grad events for Parkland Secondary School including the founding event in 2006 Linda lives in Sidney British Columbia where she shares her heart and her home with her husband 3 grown children and her mother and where she remains open to possibility and dedicated to service Her hope for all high school graduates is that they will embrace a safe dry After Grad event so that their graduation really can be the time of their life and not the end of their lifetime

Event Management for SportDirectors American Sport Education Program,1996 Event Management for SportDirectors is a handy tool for planning and managing practically any type or size of athletic event It provides a comprehensive checklist of 18 categories along with tasks to be completed for each category allowing you to conduct even the most complicated functions in a systematic and organized manner Whether you re planning a major tournament managing a fund raiser or hosting a small intramural competition Event Management for SportDirectors will guide you each step of the way Because Event Management for SportDirectors is designed for flexibility you can use it easily for either small or large events The guide provides complete instructions for adjusting event tasks to meet your specific needs Event Management for SportDirectors is an excellent resource for busy interscholastic athletic directors sport directors of Olympic national governing bodies and anyone else who plans and administers athletic events

[The Wisconsin Environmental Education Board ... Grant Recipients](#) Wisconsin Environmental Education Board,2007 [Oncology Rehabilitation E-Book](#) Deborah Doherty,Chris Wilson,Lori Boright,2022-07-23 Coverage of physical therapy patient management includes acute care outpatient and multidisciplinary clinical settings along with in depth therapeutic management interventions Content on the continuum of cancer care addresses the primordial primary secondary tertiary and quaternary stages in prevention and treatment Focus on clinicians includes the professional roles responsibilities self care and values of the oncology

rehabilitation clinician as an integral member of the cancer care team Information on inseparable contextual factors helps in dealing with administrative infrastructure and support advocacy payment and reimbursement of rehabilitation as well as public policy Evidence Summary and Key Points boxes highlight important information for quick at a glance reference Clinical case studies and review questions enhance your critical thinking skills and help you prepare for board certification specialty practice and or residency Enhanced eBook version included with print purchase allows you to access all of the text figures and references from the book on a variety of devices Resources in the eBook include videos board review questions case studies and a curriculum map to highlight and demonstrate the correlation to the requirements for Oncology Rehabilitation Residency programs and the board certification exam Guidebook approach provides immediate meaningful application for the practicing oncology rehabilitation clinician *Interface* ,2004 **The Event Planning Toolkit** Linda Joyce Jones,2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the right venue assemble an effective team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way *Meeting and Event Planning Playbook* Debi Scholar,Susan Losurdo,2013-04-30 *Multicultural Conference Planning Guide* Randie Gottlieb,2016-02-09 This book is designed to assist with planning a local multicultural conference The Planning Guide includes theme and program ideas sample letters of invitation fliers schedules recommendations for room setup guidelines for moderators and presenters registration instructions a planning checklist an evaluation form and other essential materials Everything you need to plan a successful multicultural conference **Conference Planning Guide** Carleton University. Tour and Conference Centre,1985* *Successful Meetings* ,2005 **Annual Conference** Association for Computing Machinery. Conference,1983 *The Event Marketing Handbook* Allison Saget,2006 See *Proceedings of the National Conference* ,1983

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Table of Contents Conference Planning Guide Template

1. Understanding the eBook Conference Planning Guide Template
 - The Rise of Digital Reading Conference Planning Guide Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Conference Planning Guide Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Conference Planning Guide Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Conference Planning Guide Template
 - Personalized Recommendations
 - Conference Planning Guide Template User Reviews and Ratings
 - Conference Planning Guide Template and Bestseller Lists
5. Accessing Conference Planning Guide Template Free and Paid eBooks

- Conference Planning Guide Template Public Domain eBooks
- Conference Planning Guide Template eBook Subscription Services
- Conference Planning Guide Template Budget-Friendly Options
- 6. Navigating Conference Planning Guide Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Conference Planning Guide Template Compatibility with Devices
 - Conference Planning Guide Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Conference Planning Guide Template
 - Highlighting and Note-Taking Conference Planning Guide Template
 - Interactive Elements Conference Planning Guide Template
- 8. Staying Engaged with Conference Planning Guide Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Conference Planning Guide Template
- 9. Balancing eBooks and Physical Books Conference Planning Guide Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Conference Planning Guide Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Conference Planning Guide Template
 - Setting Reading Goals Conference Planning Guide Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Conference Planning Guide Template
 - Fact-Checking eBook Content of Conference Planning Guide Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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