

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

Aretha Burriesci



Conference Planning Guide Template:

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

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

Event Planning Guide Template: Tips, Ideas and Tools for Event Planning Melodi Cerveney, 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

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 **625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep** Om Prakash Saini,2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now **Event Planning and Management** Ruth Dowson,David Bassett,2015-09-03 The events industry is an exciting innovative diverse and highly challenging environment in which to work Event Planning and Management offers a structured practical approach to all types of events from the initial planning to final evaluating stages It introduces the key models and theories but focuses on the practical side of building and working with a team choosing a location creating a programme dealing with stakeholders and sponsors promoting the event essential financial and procurement considerations and finally evaluating the event Each stage of the process is fully supported with online resources including templates and discussion questions to make up a complete event planner s toolkit Balancing coverage of the key theory and models with essential practical guidance tools and case studies from organizations such as London 2012 and the Prince s Trust Event Planning and Management is an ideal handbook for students and practitioners alike About the PR in Practice series Published in collaboration with the Chartered Institute of Public Relations CIPR the PR in Practice series comprises accessible practical introductions to day to day issues of public relations practice and management The series action oriented approach keeps knowledge and skills up to date **The Comprehensive Guide to Working With Student Teachers** Elizabeth Soslau,Monique Alexander,2021 This is a must have resource for clinical and field experience coordinators and all educators who find themselves in the position of guiding teacher candidates The authors provide a comprehensive toolkit for the complex work of field instruction including mentoring approaches conversation stems conferencing techniques lesson debriefing questions understandings of programmatic goals observation assessment and feedback methods and more They also demonstrate how to use video viewing and conferencing to adapt support for candidate growth in digital environments The book clearly defines what field instruction entails and show how to move from a pre prescribed technical approach

toward one that fosters candidates abilities to embody the roles of empowered self directed and agentic teachers With the help of this text new and seasoned teacher educators will guide candidates to not only learn how to meaningfully reflect on practice but also internalize these competencies for their own future professional development and continuous self improvement Chapters are accessibly written and filled with concrete examples tips worksheets and activities Book Features Clear directions tools templates and protocols for how to do the job of field instruction A Voices from the Field chapter with practical advice from field instructors across multiple programs Annotated sample conversation with candidates *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 [Proposal Guide for Business Development Professionals](#) Larry Newman,2001 **Guide to Transforming Teaching Through Self-Inquiry** James Pelech,2013-07-01 In the past twenty years the importance of reflection has been recognized by all professions especially the education profession In the field of education terms and practices such as reflective practice action research journaling collaborative observation professional development peer observation and professional portfolios have become organizing units of discussion and practice This book extends knowledge in the field not just by providing prompts and examples of things to do but also by presenting an organized and cohesive system consisting of definitions principles and guidelines that can be used for all reflective practice activities This system blends ideas and concepts from phenomenology the Constructivist philosophy experiential learning critical reflection theories on turning knowledge into action and transformative learning Moreover the book creates a logical system for reflective practice that provides a foundation for a framework that organizes teacher transformation through reflection This system is anchored by the practical examples provided thus making this book practical for all those interested in improving student learning The strength of this book is that it is not a recipe type publication rather it is a cohesive system which creates a rationale for the system presents the system and provides many examples The intended audience includes practitioners teacher educators teacher candidates and administrators **Marketing Destinations and Venues for**

Conferences, Conventions and Business Events Tony Rogers, Rob Davidson, 2015-11-19 Marketing Destinations and Venues for Conferences Conventions and Business Events introduces students to key areas of marketing and promotion that are essential if destinations are to compete successfully in the rapidly expanding global business event sector. It achieves this by looking at issues surrounding business event marketing strategic planning destination and venue selling strategies and future challenges. The 2nd Edition has also been updated to include New content on destination marketing organisations and venues use of technology use and impact of social media sponsorship and partnership issues economic changes as well as their responses to demand for sustainable meetings locations Updated and new case studies on growth areas and emerging markets e.g. Middle East Asia Eastern Europe Russia Africa and South America but also to include material on mature markets destinations and venue operators A genuinely international focus in terms of content and examples New review and discussion questions and where appropriate learning outcomes New online resource package for students and lecturers including weblinks power point slides and project questions coming soon Accessible global and informative this is essential reading for all future business event and conference managers

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

Best Practices in Teaching Nursing Joanne Noone, Paula Gubrud, 2023-09-21 As accreditation standards and licensure exam expectations evolve nurse educators are increasingly challenged to design curricula that encompass an ever expanding amount of content with a concurrent focus on clinical judgment and preparation for practice. Best Practices in Teaching Nursing empowers readers with a detailed perspective on advances in nursing pedagogies that support the development of deep understanding and effective clinical judgment among students. Authored by expert nurse educators this unique text helps foster exceptional education experiences with an emphasis on practical application focused on teaching and assessing learners. Current and best practices are grounded within nursing as a practice profession and incorporate the science of learning reflecting the

most current research based insights and proven pedagogical approaches *A Beginner's Guide for Business Proposal Management* Gaurav Sinha, 2016-07-01 Business Proposals play an extremely vital role in today's competitive Business 2 Business B2B sales as it represents the supplier's offer and the value that they can provide to the buyer. Many sales organizations spend a lot of money on building strong Proposal Management practices. For individuals, it is a field that offers an extremely rewarding career. In the real world of Request for Proposals (RFPs) and their responses, one can see a lot of variations based on industry, organization type, and other relevant factors. A one-size-fits-all scenario or format is never seen to exist. However, if fundamentals are understood well, then addressing any variation of the RFP is not difficult. This book is a beginner's guide to understand Business Proposal Management written in a simple way to help aspiring individuals. If YOU are new to the World of Proposals and want to understand it, then this book is JUST RIGHT FOR YOU **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 and 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

The Training Design Manual Tony Bray,2009-07-03 This workbook and the accompanying online resources provide a one stop reference manual to designing and delivering a successful training course Written in a practical and user friendly style The Training Design Manual provides both theory and practical exercises guiding the reader through the total design process from start to finish Theory and concepts are followed by practical application and a blend of text and graphics appeals to a wide range of learning styles Accompanying online material includes design templates which the reader can use to record ideas as they progress through the book so that by the end they will have a complete course design Online supporting resources include dozens of activities examples and templates

Interface ,2004 Event Evaluation: Donald Getz,2018-04-20 This is the first textbook and reference work on evaluation intended for event management and event tourism Drawing upon generic evaluation theory and methods event and tourism research and real world experiences it provides concepts and tools for a comprehensive evaluation system and the implementation of evaluation projects

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

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