

Conference Checklist

Date of Conference:

Location:

Your Conference

What is the conference / meeting **theme**?

What is the **specific purpose** of this meeting (e.g. annual meeting, team building, sales conference, presentation, awards night, banquet etc.)?

What are the **specific objectives** for my session?

- 1.
- 2.
- 3.

Issues to avoid, if any:

Who is my introducer:

Name:

Title:

What takes place immediately **before** and **after** my presentation (e.g. another speaker, meal, function, break etc.)?

Before:

After:

Times for my presentation

Start:

Finish:

Who are the **other speakers** on the program with me, if any?

Speaker:

Topic:

Speaker:

Topic:

Speaker:

Topic:

The Audience:

Attendees

Number:

Average ages:

Country/Cultural Mix:

What are the **job titles** and **responsibilities** of those in the attendance?

Is there anything I should know about the audience before addressing them?

What are the **names** and **titles** of your senior managers at the event?

Name:

Title:

Name:

Title:

Name:

Title:

Name:

Title:

Logistical Information:

If I should have any challenges/emergencies **on my way to the program** who should I contact?

Name:

Business Phone:

Mobile:

Email:

How do I get from the airport to the meeting site/hotel (e.g. hire car/corporate cab/limo)?

Venue Name:

Address:

City/State

Phone:

Who should I contact when I arrive at the venue?

Name:

Contact number:

Where exactly is the meeting location and room?

Best time for me to set up and/or check equipment?

Dress code?

What professional speakers have you used in the **past** with this group, and what did they cover?

Date:

Speaker:

Topic:

Date:

Speaker:

Topic:

Date:

Speaker:

Topic:

Resource Material

Please send copies of your last annual report, product/service information, and copies of any newsletters that might help me to get to know your audience better.

*If you don't make things happen,
then things will happen to you.*

Robert Collier