

CONFERENCE PLANNING CHECKLIST

CHECK THE FOLLOWING WHEN CONSIDERING A PRESENTER OR ACTIVITY FOR YOUR CONFERENCE:

YOUR TEAM

- Work out the team's needs there may be more than one that may need addressing by more than one presenter or activity.
- What is the theme of your conference?
- What kind of presenter/activity do you think may suit your conference theme?
- What do you hope to achieve from each presenter/activity or from the overall conference experience?

VENUE FACILITIES

- What activities can be run in that suit the outdoor areas, facilities and room sizes at the venue?
- Consider or ask for wet weather options if necessary.

BUDGET

- Have a clear idea of what your budget is for venues facilities, accommodation, meals, travel, presenters and/or activities.

TYPE OF PRODUCT

- Do you want an “off the shelf” presenter/activity?
- Do you want a tailored presenter/activity to exactly suit your needs and desired outcomes?

CONFERENCE ITINERARY

- Do you wish to include “warm up” or “kick-off” activities to help delegates relax and bond?
- Will delegates need “energisers” at stages to provide some body movement and keep the mind focussed?
- Do you want an evening activity just for fun at the end of a long day conferencing?
- Do you want Team Building activities (indoor or outdoor)?
- Do you need more theory based guest speakers covering specific topics?
- Do you want facilitators for discussion and workshops in breakout sessions?
- When are meal breaks, down time and morning and afternoon tea breaks, and consider how the talks and activities may slot into the time spaces you have left.

ACTIVITY

Activities can be just for fun or for a specific purpose. What are you looking for?

- collaborative
- improve communication
- Interactive
- low impact
- high impact
- challenging fears
- rating performance
- personality profiling
- identifying values
- bringing teams together from different geographic locations
- penning a work charter
- competitive
- setting targets and strategies
- process planning and implementation
- think out of the square
- perseverance
- creative thinking
- trust
- motivational

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