Conferences: program, AV and registration

· about 15 minutes

Session design, breakouts, AV house rules, registration platforms, sponsors and entertainment between sessions.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Apply this lesson to your own event

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

One line to remember

Not legal or financial advice