THINGS TO DO

- Speakers
- Directional signs on the day
- Set up lecture theatre, including water for speakers
- What equipment does the speaker need?
- How will you contact the proposed speaker?
- Who will be the audience?
- Refreshments
- Timetable
- Dates – what is available?
- Deadlines
- Name tags
- Parking for speakers
- Who will open the conference?
- Is there a closing address?
- How long will the speakers go for?
- What will be their instructions?
- Sponsorship
- Program
- What is the theme?
- What do you want to achieve?