WELCOMING DELEGATES

- Welcome delegates to the conference by name.
- Ask for delegate's name.
- Give out name tag and satchel/kit.
- Tell delegate what is in satchel/kit.
- State the starting time of the first session and the location.
- Invite each delegate to enjoy a cup of tea or coffee before the start of the session.
- Offer assistance to the delegates for the duration of the conference.

It is usual for some delegates, especially those from overseas to be accompanied by their partners and at times their children also.

It is very important that they feel welcomed and very much part of the conference.

Accompanying people feel welcomed, if they are:

- greeted as a family once they have registered
- included in the name tags
- seen as delegates
- given a detailed social program which outlines, activities, pick-up times and locations, special events and so on.

Partners can sometimes feel left out unless actively involved while their partners attend the conference.

A pre-conference tour which includes delegates and accompanying persons (partners and/or children) sets the scene that delegates and accompanying persons are considered as integral part of the conference.

Design a social program for delegates' partners, which may include festivals, such as the Spring Racing Carnival, cultural events or tours to local artisans.