Welcoming Speakers

- Welcome as per delegates
- Ask the speakers if there has been any changes in their equipment preference
- Do they need any assistance?
- Inform the speaker of the time and location for their presentation
- Direct to the speakers' preparation room, which is a quiet room away from the main conference area. The Venue's AV support person will check the order of the speaker's slides.

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, etc.

Partners can sometimes feel left out unless actively involved, while their partners attend the conference, with the space to please themselves.

A pre-conference tour which includes delegates and accompanying persons (partners &/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.