

CHECKLIST TO GO OVER WITH CONFERENCE ORGANIZER

How will people learn about the meeting?

Is there an agenda?

Will there be a website? What would organizer like posted? Suggested options are: home page (with introduction), agenda, hotel/site travel information, speakers (either for information for speakers or listing of speakers with bios possibly), registration, and contacts.

Attendees:

- Who are the attendees?
- How many attendees?

Registration:

- How will participants register?
- Registration cutoff date?
- We will allow onsite registration?
- Badge design and name details. Special designations for speakers or others? (Ribbons)

Speakers:

- Who are the speakers?
- How many speakers?
- Will speaker expenses be reimbursed? (for which speakers?)
- Has there been any initial contact with speakers? If no, what should be covered in first contact? – conference info, facility info, travel info, hotel info, registration info, reimbursement of expenses, etc.

Facility:

- Is there a planned venue?
- Has anything been secured in terms of venue?
- If no to both of the above, where would the organizer prefer to hold the conference and what is he/she looking for in terms of venue?

Conference program:

- What would you like printed inside? Abstracts?
- Particular format for printing?
- Possible things to include: agenda, poster listing, speaker/poster abstracts, participant list, facility information, travel information, area information, meals provided and notes pages.

Logistics:

- Planned meals/breaks
- A/V needs
- Room setup