



## Hosting AU Conferences/Workshop Events Pre-Event Determination

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The Outreach/Engagement office provides help and guidance for Air University organizations to host a conference or workshop. To begin the planning we need some initial information to help determine the type, size and venue for the event.

1. Purpose? Why are you having the event?
2. What is the intended Strategic Outcome of the event? Do you see products being developed, solutions provided or results in more events or larger events.
3. How many people will be involved in the Event
  - a. Attendees
  - b. Speakers/DVs
  - c. Support
4. What is your proposed date for the event?
5. What is your intended audience?
  - a. External (Air Force, DoD, Industry, Officer, Guard, Reserve)
  - b. Internal to AU
6. Contact the Protocol office and Outreach Office for Crosscheck.
  - a. AU Event = AU Protocol
  - b. Org Event = Local (Org) protocol
7. Provide an initial event outline/agenda.
  - a. Include all days, key events and people movements, etc.
8. Determine what type of help you will need to execute your event.
  - a. Support (setup/teardown)
  - b. Logistics (transportation, movement of people, DVs)
9. Determine the type of publicity you want for the event.

Contact the AU Integration Cell at: [AU.Integration.Cell@us.af.mil](mailto:AU.Integration.Cell@us.af.mil)