

SUMMER CONFERENCE

Checklist for Planning



TASK	DETAILS	COMPLETED
1	Start with a Clear Vision <ul style="list-style-type: none">- Define event goals and objectives.- Identify your target audience.- Determine key messages to convey.	<input type="checkbox"/>
2	Pick the Perfect Venue <ul style="list-style-type: none">- Choose a venue with flexible spaces.- Ensure the venue is equipped with advanced audiovisual technology.- Consider accessibility and convenience for attendees.	<input type="checkbox"/>
3	Embrace Advanced Technology <ul style="list-style-type: none">- Confirm the availability of high-definition video conferencing.- Ensure reliable Wi-Fi is in place.- Arrange for technical support to be on hand during the event.	<input type="checkbox"/>
4	Design Thoughtful Catering <ul style="list-style-type: none">- Collaborate with the venue's catering team to create a suitable menu.- Accommodate various dietary preferences.- Plan for diverse dining options that enhance the event experience.	<input type="checkbox"/>
5	Focus on Comfort and Convenience <ul style="list-style-type: none">- Ensure comfortable seating and accessible breakout areas.- Arrange convenient accommodations nearby.- Consider additional amenities to enhance attendee comfort.	<input type="checkbox"/>
6	Offer Personalised Experiences <ul style="list-style-type: none">- Provide customised itineraries for attendees.- Organise activities that align with attendees' interests.- Offer information on local attractions and leisure options.	<input type="checkbox"/>
7	Ensure Smooth Event Management <ul style="list-style-type: none">- Assemble and brief a dedicated event team.- Conduct pre-event briefings to anticipate potential issues.- Maintain clear communication throughout the event.	<input type="checkbox"/>
8	Reflect and Follow Up <ul style="list-style-type: none">- Collect feedback from attendees post-event.- Send follow-up communications to reinforce connections.- Continue engagement and plan for future events based on feedback.	<input type="checkbox"/>