

# Running a....

## college HE Scholarship conference

### CONFERENCE DAY CHECKLIST



#### **Before opening the conference**

Check for messages to make sure no presenters have cancelled

Make sure you have 'co-ordinators' to help the day run smoothly (check in delegates, direct people to sessions etc)

Share mobile numbers with co-ordinators

Assign a host for each session to check equipment, keep track of time, hand out information etc

Find out if IT support will be available throughout the day

Check the layout of rooms and make sure IT equipment is working

Find out the venue emergency plan and communicate this to co-ordinators

Assign someone to look after keynote speakers/special guests

Get people talking about your conference on social media; create and share a twitter hashtag

#### **Throughout the day**

Check room layouts, lighting and temperature (being too hot/cold can really spoil someone's experience)

Have volunteers directing groups to breakout sessions, refreshments area etc

Check in with breakout presenters

#### **After closing the conference**

Hand out evaluation forms

Thank keynote/guest speakers

Pack up and tidy rooms