**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8721&utm_source=template-word&utm_medium=content&utm_campaign=Conference+Planning+Mind+Map-word-8721&lpa=Conference+Planning+Mind+Map+word+8721)Conference Planning Mindmap Template**

**Plan Conference**

**Initiation  
(insert image)**

**Marketing & Web**

**(insert image)**

**Procurement**

**(insert image)**

**Delegate Management**

**(insert image)**

**Conference Pack**

**(insert image)**

**On the Day Project Closes**

**(insert image)**

* Invitation letter to speakers
* Verify date for other events
* Complete project plan
* Reserve resources
* Send details to marketing
* Set up conference email address
* Create registration form
* Design posters
* Create webpage
* Design advertisements
* Complete conference review
* Send press releases
* Email industry contacts
* Order exhibitor stands

Venue Procurement:

* Identify suppliers
* Send product specs
* Receive quotes

Speakers:

* Identify speakers
* Send event brief
* Receive avail/fees
* Shortlist speakers
* Complete POs
* Send AV request form/ dietary requirements

AV Providers:

* Shortlist suppliers
* Select suppliers
* Complete POs
* Verify online registration process
* Check acknowledge/ acceptance emails
* Send invites to email lists
* Monitor registration & verify fax/paper requests
* For Registration Deadline:
* Send last chance email
* Update website messaging
* Work with marketing (if needed)
* Monitor registration & verify fax/paper requests
* Send final registration numbers to venue
* Order badges/folders
* Order stationery
* Build evaluation sheet
* Create pack info
* Print conference pack
* Send packs to venue
* Arrive at venue
* Delegate arrival
* Evaluation collection
* Gather stationery/ confidential papers
* Check for lost items

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |