**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

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