

Best Practices

F2F Events

Logistics

- Use the new planning template
- Establish primary host contact
- Contact host venue ASAP to see what the room(s) capacity is and ensure that registration caps are in place so as not to exceed capacity
- Where sessions are interactive (breakout groups) – plan the room layout, session chairs, minute takers, speakers as needed, make sure room is big enough, Table types (round tables are best), groups of 10 or less elucidate the best discussion
- Picture how you see the breakouts going – see yourself there virtually and double check everything in your mind is planned for
- Depending upon topic of break-out, consider grading experience or items of interest (E.g. Beginner, intermediate, advanced)
- If there are plans to grade experience for example, it's a good idea to get experience levels from each delegate upon registration
- Ensure your get food balance correct (vegetarian vs carnivorous) – again include this on the registration form
- Maintain frequent contact with host/venue to ensure that all of the above can be catered for (Best practice - even visit venue ahead of meeting)

Content

- Ensure that the meeting has a logical end to end flow (I.e. all presentations neatly follow one another, with minimal duplication – In short the day/session should tell a story with beginning, middle and end)
- Plan a meeting with the speakers (as early as possible once the speakers are known) to ensure the above is achieved, also plans should be made with regard to speaker order, times, required tools/connections/software
- Remember what the key messages are and ensure they get delivered and emphasised
- ***Remind speakers, 'less is more' (don't try and fit too much in)***
- Review all presentations again to ensure all of the criteria are met