

Sample Agenda

The agenda provided should be inclusive of all activity from **guest arrival through program end/guest departure** and should match the start/end times submitted on the Event Application exactly.

If exact timing information within the requested time frame is not yet known, please include a general breakdown of the activities taking place, using best judgment of the possible timing for each.

Please be sure to **indicate any planned meals, snack breaks, receptions, or networking.**

Example 1: Requested time frame- 8:30am - 11:00am

Guest Arrivals-	8:30am - 9:00am
Breakfast/Coffee-	8:30am - 9:00am
Welcome/Intro-	9:00am - 9:10am
Panel 1-	9:10am - 9:30am
Panel 2 Intro-	9:30 - 9:35am
Panel 2-	9:35 - 9:55am
Break-	9:55am - 10:15am
Panel 3-	10:20am - 10:50am
Closing Remarks-	10:50am - 11:00am
Guests Depart-	11:00am

Example 2: Requested time frame- 4:30pm - 7:00pm

Guest Arrivals-	4:30pm - 5:00pm
Welcome Remarks-	5:10pm - 5:20pm
Fireside Chat-	5:20pm - 6:00pm
Closing Remarks-	6:00pm - 6:05pm
Networking Reception-	6:05pm - 7:00pm*
Guests Departure-	7:00pm

*Note: This example would include after-hours building fees.

Example 3: Requested time frame 12:45pm - 3:00pm

Guest Arrival:	12:45pm - 1:15pm
Introduction-	1:15pm - 1:25pm
Discussion-	1:25pm - 2:40pm
Closing-	2:40pm - 2:50pm
Networking-	2:50pm - 3:00pm
End/Guest Departure-	3:00pm