

Session Date:

Presenter:

Meeting Room:

Start Time:

End Time:

1. Room Arrangements

- () Are the sleeping room reservations in order?
- () Are their accommodations convenient to the meeting room?
- () Pre-register the guest speakers and have their room keys ready
- () Confirmed that the guest speakers' rooms and meal charges are on the master account
- () Arranged for a welcome amenity, room drops for the attendees and guest speakers
- () Hand-written note accompanying the welcoming gift

2. Travel Arrangements

- () Confirm the attendees' arrival and departure times
- () Checked and confirm airport pick-up and ground transportation
- () Arranged for the guest speakers to be met at the airport, if need to be
- () Schedule to greet the guest speakers upon their arrival at the hotel
- () Are the presenter's convention packet and name tag ready?

3. Pre-Program Arrangements

- () Have you introduced the presenter to other key people at the meeting? (CEO, VPs, MC, introducer, room monitor, etc.)
- () List of people attending the meals, social, recreational and business functions

4. Session Room Set-Up

- () Presenters' (including guest speakers) A/V and other technical requirements in order
- () Handy contact list for the following
 - a. A/V Technician: _____
 - b. Engineering Dept.: _____
 - c. Banquet Mgr.: _____
 - d. Room Set-Up Mgr.: _____
 - e. Security: _____
 - f. Other: _____
- () Coordinate the time and place of the presenters' sessions with the introducer, technical people

- () Presenters to have a copy of the presentation
- () Will the presenter be using handouts?
- () If yes, do you know where the handouts are and how they will be handled?
- () Will the presenter be offering products for sale (books, tapes etc.)
- () If yes, do you know how they will be handled?
- () Will evaluation forms be used at the presenter's session?
- () If yes, do you know how these forms will be handled?

5. Presenter's Preparations

- () Are you prepared to answer questions about aspects of your meeting such as its purpose, theme, audience make-up and other programs?
- () Are you knowledgeable of the presenter's assignment and your organization's expectations for their session?
- () Is there someone else in your organization who needs to speak with the presenter before their program?
- () If yes, have you coordinated a scheduled meeting?
- () Have you given the presenter the names and phone extensions of people he or she might need to get in touch with?
- () Have you scheduled a convenient time for the presenter to see the room and stage set-up?
- () Has the presenter done a sound check and tested all the other technical equipment?
- () Did you ask the presenter if they need a room in which to rehearse?
- () If yes, have you arranged a time and place to do so? (The presentation room, itself, is usually best.)
- () Have you confirmed with the presenter the starting time of their program?
- () If there is a speaker's ready room, have you shown the presenter where it is?
- () Does the presenter know when you expect them to be in the session room, ready to go, before the program?
- () Have you discussed with the presenter when they are expected to end their presentation and be off stage (regardless of starting time)?

6. Post-Program Arrangements

- () Is the balance of the presenter's fee (a check in an envelope) ready for handing to the presenter right after their program?
- () Do you know who is responsible for the check and who will be giving it to the presenter?
- () Have you arranged and confirmed the presenter's transportation back to the airport?