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# EVENT DETAILS

Event URL Placed here with hyperlink

[Day of week], [Month], [Day]

[Times]

Location- Name of Building [if Applicable]:



[Concise overview of the organization running the event/ their mission.]

[Introduce the event and give brief description and intention of the event, can range 2-4 concise sections of text.]

[List of all KEY TAKEAWAYS-MOMENTS TAKING PLACE] “At the [Blank] event, participants will….”

* Bullet
* Pointed
* List
* Sharing ideas, starting conversations that matter [example]

**THE PROGRAM- KEY EVENT MOMENTS**

Brief Descriptor of what will take place during the event, dinner, breakout sessions, networking, etc. and a little blurb about the benefits you will get from participating in the event.

**POWER WORD**

Key word describing the environment of the event, make them feel, or skill they will gain with small description of how this event will relate to that word.

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# AGENDA

0:00 am/pm Registration opens/ Check In

*[Location]*

0:00 am/pm Welcome

Emcee: Hyperlinked name, Business

Morning Keynote: Hyperlinked Name, title, title, title

*[Location]*

0:00 am/pm Name of event

[*event sponsor (If applicable) and location]*

0:00 am/pm Session Name (attendees choose x)

 Presenter/ Speaker: Name, Title, Business

*[Location/ building or room]*

0:00 am/pm Session Name(s) (attendees choose x)

*[building name- Various classrooms]*

* + *Workshop name*
	+ *Workshop name*
	+ *Workshop name*
	+ *Workshop name*
	+ *Workshop name*

0:00 am/pm LUNCH

*[Location]*

0:00 am/pm Session Name(s) (attendees choose x)

*[Location/building or room]*

* + *Session name*
* *Session name*
* *Session name*
* *Session name*

0:00 am/ pm Session takeaways/ Final Session

Closing Keynote/ presenter: [Name](http://www.iammowo.com/)

*[Location]*

0:00 am/ pm Event End

0:00- 0 am/pm After party: Building name, Location

# SESSION INFORMATION [If Needed]

**Thank you for joining us for the [year] [Event Name]**

The guidelines below provide an overview of your breakout session as well as information about the overall program and intent of the day. *[We feel strongly that creating engaging sessions is a collaboration between us. We welcome your insights and ideas about how to make this an impactful day!]* **<- Edit as needed**

*Organization Name*



# SESSION INFORMATION

Please review the following and let us know if you have any questions!

|  |  |
| --- | --- |
| Breakout Session Name | Text |
| Moderator | Name, Title, Place of Work- Name of Business (Hyperlink name with email if emailing out) |
| Program Focus | Professional/Personal [Edit as needed] |
| Topic | Brief engaging burb, use inclusive language like join, like speaking directly to audience.  |
| Panelists | * Panelist name, Business
* Panelist name, Business
* Panelist name, Business <- Hyperlink if needed
 |
| Program Timing | Occurrence of Session (Once or twice in event span)<Arrive by x time> <- Keep Highlighted Session starts promptly at xx and ends at xx am/pm |

Session Length: Length in Minutes

Classroom: Building/ building name or number

Room Capacity: X attendees

Room Monitor: TBA

*Your room monitor will be your day of event contact. If you have any questions or needs, this individual will assist you with whatever you need!* <- Change as needed, use format below of citing specific person.

Programming Contact: Name, Title

Email: Fakeemail@fakeemail.com Cell: 000.000.000

Work: 000.000.000

## CONTENT & FORMAT

Will the event be lecture style, fishbowl format, etc. and brief mention of why it will be done this way and benefit to participants.

## General goals for all sessions:

* Inspire, inform, engage, encourage conversation and questions
* Bullet
* Bullet

## Overall lesson/takeaway you hope people can walk away with.

**Learning objective ideas include:**

*By the end of the session, participants will:*

* *Bullet*
* *Bullet*
* *Bullet*
* *Bullet*



# BREAKOUT SESSION AGENDA- For people working sessions, events.

**Allotted time = X Hour and XX Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| 0:00 XM | Session Start |  |  |
| 0:00 XM | Welcome | Name |  |
|  |  |  |  |
| 0:00 XM | Section Name |  | What would you like your speakers to cover in this section?Give presenters questions to consider:* Question
* Question
* Question
* Question
 |
|  |  | Name |
|  |  | Name |
|  |  | Name |
|  | IntroductionsInitial Thoughts | Name |
|  |  |  |  |
| 0:00 XM | Section Name | Who is speaking hereName/ All | Section 1: Question |
|  | Prepped Questions |  | Section 2: Question* Detailed follow-up
* Detailed follow-up
* Detailed follow-up
 |
|  |  |  | Section 3: Question |
|  |  |  | Section 4: Question |
|  |  |  | Section 5: Question  |
|  |  |  | Optional: Question  |
|  |  |  | Optional: Question |
|  |  |  | Optional: Question |
|  |  |  | Optional: Question |
|  |  |  |  |
| 0:00 XM | Section NameAudience Q&A | All |  |
|  |  |  |  |
| 0:00 XM | Wrap up Question |  | Advice, final thoughts etc. |
| 0:00 XM | End |  |  |

**SAMPLE PANEL QUESTIONS**

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# CONFERENCE SPACES

[OSU-Cascades Spaces](https://osucascades.edu/conference-services)

[List from the Bend Chamber](https://business.bendchamber.org/list/category/meeting-rooms-488)

[List from Visit Bend](https://www.visitbend.com/things-to-do/wedding-group-events/conference-corporate-seminars/conference-space/)

[Deschutes Library Spaces](https://www.deschuteslibrary.org/services/meeting-rooms)