

Outline Daily Plan

17-12-17

This plan is a guide to get you thinking along the right lines.
It is important to plan a schedule that allows that
Speakers usually run over time.

Generally meal times are fixed

People run late for all sorts of reasons, so set a timetable that takes this into account. The short items should be important enough to encourage the late comers to want to get back and be settled when the main session starts.

**Remember ! Long Sessions send delegates to sleep.
Humorous content in good taste:- Keeps them awake.**

9.00 am	Agenda and Review Session
10.30 am	Coffee Break
10.50	Short Item 1
11.00	Main Speaker (Mid Morning not first thing)
12.30 pm	Lunch Break (Main Sessions usually run over)
1.00 pm -1.30	Light Lunch (Don't make them sleepy)
1.50	Short Item 2
2.00 pm	First Working Session 1
3.30pm	Afternoon Tea
3.50	Short Item 3
4.00	Second Working Session 2
5.30 pm	Free Time (Time to make phone calls/Catch up with friends/Stretch your
7.00	Dinner/Guest Speaker
9.00	Days End

Legs)