Annual Leadership Conference

Day 1 Tuesday to Day 3 Thursday

Dates: [Month, Day to Day, Year] | Venue: [Venue name], [City, State]

Organizer contact: [Name], [email address], [phone number]

DAY 1 — TUESDAY

Date: [Month, Day, Year]

> Theme: Vision and Direction [replace with your theme]

Time	Session	Speaker or Presenter	Room or Location
8:00-8:30	Registration and coffee		Lobby
8:45-9:00	Welcome and housekeeping	[Name]	Main Hall
9:00-9:45	Opening keynote (45 min plus 5 min Q&A)	[Keynote speaker]	Main Hall
10:00-10:15	Coffee break		Foyer
10:15-11:15	Breakout tracks A and B	[Name]	Rooms 101 and 102
11:15-11:30	Transition buffer		
11:30-12:30	Breakout tracks	[Name]	[Room]
12:30-1:30	Lunch and networking		Ballroom
1:30-3:00	Workshop session	[Name]	[Room]
3:00-3:15	Coffee break		Foyer
3:15-4:15	Panel discussion	[Panelists]	[Room]
5:30-7:00	Welcome reception		Terrace

DAY 2 — WEDNESDAY

Date: [Month, Day, Year]

> Theme: Hands-On Learning [replace with your theme]

Time	Session	Speaker or Presenter	Room or Location
8:00-8:45	Breakfast and networking		[Location]
9:00-9:50	Breakout tracks	[Name]	[Room]
10:00-11:00	Marquee keynote (starts about 10:00 AM)	[Keynote speaker]	Main Hall
11:15-12:45	Hands-on workshops (75 to 90 min)	[Name]	Rooms 101-103
12:45-1:45	Lunch		[Location]
2:00-3:30	Workshop rotation	[Name]	[Room]
3:30-3:45	Coffee break		Foyer
3:45-4:45	Sponsor and exhibitor showcase	[Sponsors]	[Location]
6:30-8:30	Evening social or dinner		[Location]

DAY 3 — THURSDAY

Date: [Month, Day, Year]

> Theme: Action and Next Steps [replace with your theme]

Time	Session	Speaker or Presenter	Room or Location
8:30-9:00	Coffee		Foyer
9:00-9:50	Closing keynote	[Keynote speaker]	Main Hall
10:00-10:15	Coffee break		Foyer
10:15-11:15	Final breakout tracks	[Name]	[Room]
11:30-12:15	Wrap-up, key takeaways and evaluation request	[Host name]	Main Hall
12:15-1:15	Farewell lunch		[Location]

Notes

> Please read before you attend.

Accessibility needs (contact) _____

Dietary needs and meal count _____

Hotel room-change deadline _____

Speaker swap contact _____

Evaluation link or QR code _____

Thank you to our sponsors _____