Annual Leadership Conference

Dates (Day 1 Tuesday to Day 3 Thursday) _____

Venue and city _____

Organizer contact (name, email, phone) _____

Day 1

Date _____

> Theme: Kick-off and big ideas. Opening keynote leads the day.

Time	Session	Speaker or Presenter	Room or Location
8:00-8:30	Registration and coffee		Lobby
8:45-9:00	Welcome and housekeeping	[Host 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		Lobby
10:15-11:15	Breakout tracks A and B	[Presenter names]	Rooms 101 and 102
11:15-11:30	Transition buffer		
11:30-12:30	Breakout tracks	[Presenter names]	[Rooms]
12:30-1:30	Lunch and networking		Ballroom
1:30-3:00	Workshop session	[Facilitator]	[Room]
3:00-3:15	Coffee break		
3:15-4:15	Panel discussion	[Panelists]	[Room]
5:30-7:00	Welcome reception		Terrace

Day 2

Date _____

> Theme: Hands-on learning. Workshops and practice fill the middle day.

Time	Session	Speaker or Presenter	Room or Location
8:00-8:45	Breakfast and networking		

Time	Session	Speaker or Presenter	Room or Location
9:00-9:50	Breakout tracks	[Presenter names]	[Rooms]
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)	[Facilitators]	Rooms 101-103
12:45-1:45	Lunch		
2:00-3:30	Workshop rotation	[Facilitators]	[Rooms]
3:30-3:45	Coffee break		
3:45-4:45	Sponsor and exhibitor showcase	[Sponsors]	[Exhibit area]
6:30-8:30	Evening social or dinner		[Venue]

Day 3

Date _____

> Theme: Look ahead and close strong. Final keynote, takeaways and farewell.

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

Notes and Logistics

Accessibility and Meals	Logistics
Accessibility needs: contact [name, email]	Hotel room-change deadline: [date]
Dietary needs and meal count: [number and details]	Speaker swap contact: [name, phone]
	Evaluation link or QR: [paste link or QR here]
	Thank you to our sponsors: [sponsor names]