FOR THE ORGANISER

Before our call

Bring what you already know. It is fine to leave things open for us to decide together. An editable brief and a written recap template are included in the pack.

Event and contacts

Event name, date, venue and town. Who is booking, who is hosting and who is the venue or AV contact?

Who will be in the room?

Approximate numbers, roles and what brings these people together. Is it one team or delegates from different businesses?

What would make it worthwhile?

What are people finding difficult? What should someone be able to do differently when they get back to work? One anonymised example helps.

Session and running order

Which talk or workshop? Slides or a conversation? Start and finish, what comes before and after, and time for questions.

Room and access

Layout, sound, presentation equipment and any adjustments that would help people take part. Describe the adjustment rather than sharing medical details.

Budget and expenses

What's your speaker budget? A figure or range is fine. Does that figure include travel and accommodation? Agree the fee, expenses and total directly with Mark before booking.

Publicity and recording

Who needs the photos or listing copy, and by when? What photography or recording is proposed, and where would it be used?