

# Tips on Event Timing

- ▶ Depending on the size of your event give 30-60 minutes for registration and check-in
- ▶ Assume that attendees will arrive at least 30 minutes before and after your stated registration/check-in time and staff accordingly
- ▶ It's common to open with a welcome and a keynote who can kick-off and set the tone for the day
- ▶ Consider your audience and whether they are most likely to attend a full or half-day event
- ▶ Remember to leave 10-15 minutes of transition time between each session for attendees to change rooms, grab coffee, take a bathroom break, etc.
- ▶ Plan on approximately an hour for lunch – this is a good time for attendees to meet each other or another keynote speaker
- ▶ Consider live streaming the event or hosting a webinar for people who can't attend in person