

Planning a Women in Agriculture Conference?

~ Program Development ~

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Program Development

- Theme
- Conference Agenda
 - Length – 1 day, 1 ½ days, 2 days, evening program
 - Number of workshop sessions, general sessions
 - Time for networking
 - A goal is to have participants depart on a positive note, with some sense of closure at the end of the day.

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Speakers

- Women - this includes women as
 - keynote speakers
 - concurrent session and workshop speakers
 - panel members
- Men, who relate well to women should also be considered for the various speaking opportunities.
- The key is to identify the speakers who will do the best overall job in addressing the topic of interest. If you include women who have not done a lot of public speaking, it is important to work with them in finding a role in which they are comfortable, perhaps as part of a team.

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- Keynote speakers
 - How many will depend on length of conference.
 - General sessions – beginning or end of day, or lunchtime
- Educational Topics for workshop sessions
 - Cover areas of risk management and/or what your grant states
 - Offer both beginner and advanced level sessions
 - Include something light: exercise, history or heritage related topics