

Planning a Women in Agriculture Conference?

~ Logistics ~

Facility

Planning a Women in Agriculture Conference *Facility*

Make facility arrangements well in advance – sometimes up to a year in advance!

- Site visit
 - Meet with Sales person, ask questions
 - Cost?
 - Discuss space requirements
 - Registration Tables
 - Meals
 - Breakouts, General Session
 - Networking area – breaks
 - Exhibits
 - Contract
 - Know the important dates in the contract
 - A/V rules and charges
 - Sleeping room block

Planning a Women in Agriculture Conference *Facility*

- Can University's assist with planning?
 - Some University's have a Conference service that will handle *facility* negotiations and details so your focus can be on the program and environment.
 - University may be eligible for tax exemption that may help offset the costs of paying for such services.

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Speakers

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Speakers

Secure speakers early in planning process

- **Workshop Speakers**
 - Extension professionals
 - Agency professionals
 - Commercial business professional
 - Farm women
 - Often times, the keynote speaker will also present a workshop
- **Keynote Speakers**
 - Check out other Women in Ag program websites for ideas.
 - Speaker should be able to relate to the theme of your conference.

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Speakers

- Who communicates with speakers?
 - This needs to be identified early in the planning process.
 - A timeline should be established for all communication steps.

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Speakers

- Communication with Speakers
 - A letter or form outlining the following:
 - Conference dates, facility name & address
 - Will their registration be waived?
 - Will they participate in meals, which meals?
 - Title of talk with brief promotional information
 - Length of talk
 - A/V needs
 - Biography
 - Will they need hotel accommodations?
 - Explain travel and expense reimbursement.
 - Give the speaker your contact information and date to return form.
 - Send a confirmation of all the above to speakers, along with a conference program (or draft) at earliest possible date.