

# Planning a Women in Agriculture Conference?

~ Miscellaneous ~

# Planning a Women in Agriculture Conference

## *Miscellaneous*

- Exhibitors
  - donation or registration fee
- Workshop Moderators
  - Participants - another way to involve the audience
  - Co-workers
- Design **Evaluation tool(s)**
  - Whole conference
  - Workshop sessions/speaker
- Facility Walk-thru
  - At least once, twice is best

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## ***Miscellaneous***

- Copying and printing handouts
- Conference program printing
- Registration Table – at least two people
- Directional signs within the facility to all the rooms
- Room signs for breakout sessions