

# Conference Support Staff Detailed Agenda

Date: [Insert Date]

Location: [Insert Location]

## Agenda Overview

- **8:00 AM - 9:00 AM:** Registration and Check-in
- **9:00 AM - 10:30 AM:** Opening Keynote Session
- **10:30 AM - 11:00 AM:** Coffee Break
- **11:00 AM - 12:30 PM:** Panel Discussions
- **12:30 PM - 1:30 PM:** Networking Lunch
- **1:30 PM - 3:00 PM:** Workshops
- **3:00 PM - 3:30 PM:** Afternoon Break
- **3:30 PM - 5:00 PM:** Closing Session
- **5:00 PM - 6:00 PM:** Feedback Collection

## Roles and Responsibilities

Each support staff member will have the following responsibilities:

- Welcome and guide participants during registration.
- Assist speakers with AV equipment setup.
- Manage the flow of the agenda and ensure sessions start and end on time.
- Facilitate coffee breaks and networking lunches.
- Collect feedback and assist in post-conference tasks.

## Contact Information

If you have any questions, please contact:

Name: [Insert Contact Name]

Email: [Insert Contact Email]

Phone: [Insert Contact Phone]

## Notes

Please arrive 30 minutes early to ensure all preparations are complete.