

Project Steps for a Hybrid Conference

This is a template for your hybrid conference project plan. Edit the items to fit the objectives for your event.

Major Steps (Owners)	Timeframe
1. Find your executive sponsor (A)	9-12 months out
2. Get engaged with physical conference team (A)	9-12 months out
3. Get your budget approved (A)	9-12 months out
4. Launch the project team (A)	6 months out
5. Create Agenda, Manage Speakers (B)	6 months out
6. Determine ADA 508 requirements (E)	4-5 months out
7. Select your virtual conference platform (A & E)	4-5 months out
8. Select your webcast vendor, arrange tech setup (A & E & CO)	4-5 months out
9. Setup registration & payment processing (C)	4-5 months out
10. Launch marketing & communications (C)	4-5 months out
11. Promote your sponsorships and tradeshow (B & C)	4-5 months out
12. Finalize your attendee experience (E & F)	1-2 months out
13. Run your hybrid conference!	Live Conference
14. Hold the debrief session, publish the final report (A)	1-2 weeks afterwards

Owners:

- A. Project Manager
- B. Sponsors & Tradeshow
- C. Marketing & Communications
- D. Speakers & Tracks
- E. Technical Coordinator
- F. Virtual Event Platform Vendor



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