

**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** |
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| 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 **-5 months o** |
| 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:

1. Project Manager
2. Sponsors & Tradeshow
3. Marketing & Communications
4. Speakers & Tracks
5. Technical Coordinator
6. Virtual Event Platform Vendor