Event Guide: Steps for Conducting a Technical Workshop

12 September 2015

Initial Planning
• Determine theme of workshop
• Determine if there is interest in topic from membership section/chapter
• Define the workshop quality. What is considered a successful workshop
• Determine what kind of promotion material is needed (email, website, advertisement)
• Define the budget (estimated costs and estimated revenue)
• Consider the applicability of vTools

Logistics Planning
• Determine target workshop size (author recommends between 30-70)
• Determine date (recommend 4 - 6 months of planning time)
• Determine what food/beverages will/won’t be offered
• Determine the venue based on above
• Determine arrangement of speaker/guests (Audio/Visual, chair arrangement, presence/absence of tables)
• Determine type of registration (onsite only, email, RSVP only, website, combo)
• Find other volunteers to help

Content planning
• Decide how networking will occur
• Decide the agenda

Execution
• A couple days before the event, remind volunteers of their duties and thank them in advance for helping
• Double check you have all equipment needed for any audio/visual or onsite registration
• Execute the plan
• During event make a point of handshaking new people and trying to gage their interest and help them meet others with similar interests (possibly finding a way to follow up)
• Make sure to thank guests