

Title:

Don't Neglect Those Seminar Rituals

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494

Summary:

Once everything is in place for your seminar, workshop, conference or other event and all of t

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Article Body:

Once everything is in place for your seminar, workshop, conference or other event and all of t

As you sit in various seats, pay attention to the overall feel of being there.

- Is it pleasant?
- Are there draughts from doors or air-conditioning units?
- Can you smell cooking from the kitchens?
- Does the room look clean and tidy from this angle?
- Are there distractions like activity outside a window that the presenters cannot see but the
- Does the view from the seat reflect the value of the ticket?

Remember that, for longer events, this seat may be home-for-a-day to your delegate and they wi
The arrival ritual

As on any other public occasion, people have certain expectations when they arrive at an event

If a delegate has been invited or has been pre-registered, they should be able to arrive twent

The administrator will direct them from the reception table to a coffee area and will also pro

Many will have come alone and may not be acquainted with other delegates. To ease any awkwardn

At the advertised start time a robust voice should invite the assembled delegates to enter the

This approach is obviously tried and tested and it's what people expect but if you want to exp

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