

Title:

How Not To Review Your Event To Death

Word Count:

494

Summary:

Running a conference, a seminar or a workshop can be great fun. The day of the event is guaran

Keywords:

online booking, event managment,booking mananger, booking, registration

Article Body:

Running a conference, a seminar or a workshop can be great fun. The day of the event is guaran

Running a review meeting

Once you have assembled the background data, it is time to hold your review meeting with the k  
Who to invite?

Those attending this review meeting should be the event ^owners~, decision makers and influenc  
The Agenda

Thematicx Product Nationwide Roadshow

Review Meeting

15:00-16:00 on 12/12/09 in Main Conference Room

Agenda

Overview of Roadshow objective and Roadshow program

Financial report

Delegate feedback and results of Follow-up process

Improvement Plans

Successes

Next steps ~ A discussion about extending the program

Any Other Business

Always publish an agenda for this type of meeting to allow people to prepare their thinking in

Although this is a sensible and courteous precaution, don't expect everyone to read and rememb

Rather than defining a strict timetable, have a rough timetable in your head leaving about 20

Be prepared for surprises. Often events that appear to run well have hidden problems that are

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