



## Half Day (4 hrs) Conference Outline Template

TIME	ITEM
30 minutes	Interactive Events Session
30 minutes	Presentation
30 minutes	Activity /Presentation
15 minutes	Tea Break
5 minutes	Interactive Events Energiser
30 minutes	Presentation
30 minutes	Activity / Presentation
10 minutes	Interactive Events Energiser
30 minutes	Presentation
30 minutes	Activity / Presentation / Review

To make your conference interesting and effective use the following points:

- Ensure presentations are short, to the point and relevant
- Intermix short bursts of movement, fun and laughter throughout to keep delegates engaged
- Avoid trying to cram too much information into a short space of time
  - your delegates will only remember 15% of what was covered -
- Have FUN

**Aim to have 40% Presentations, 40 % Interaction and 20% Fun**