

Conference Event Proposal Template

Conference Name:

Proposed Date(s):

Venue / Location:

Organizer Details

Organizer Name(s):

Contact Email & Phone:

Event Overview

Event Purpose / Objectives:

Target Audience:

Estimated Number of Attendees:

Agenda Overview

| Time | Session / Activity | Speaker / Facilitator |
|------|--------------------|-----------------------|
| | | |
| | | |
| | | |

Budget Estimate

| Item | Estimated Cost |
|------|----------------|
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| | |
| | |

Sponsorship / Partners (if any)

Additional Notes