

# Conference Planning Event Timeline

## 10 Months Before

### Define Conference Objectives

Establish goals, target audience, and main topics for the event.

## 9 Months Before

### Develop Budget

Create a comprehensive budget covering all projected expenses and revenues.

## 8 Months Before

### Book Venue

Reserve the conference venue and finalize contractual obligations.

## 7 Months Before

### Invite Speakers

Send invitations and confirm participation of keynote and session speakers.

## 6 Months Before

### Open Registration

Set up online registration and begin early promotions.

## 3 Months Before

### Finalize Program

Publish the full agenda, sessions, and speaker list.

## 1 Month Before

### Confirm Details

Verify logistics, catering, supplies, and registrations.

## Conference Day

### Event Execution

Carry out the event schedule and manage attendee experience.

## Post-Conference

### Review & Feedback

Gather evaluations and feedback, and conduct a post-mortem meeting.