**Conducting a Half-day Technical Workshop**

**Version 1.0, 2014-03-14**

**Initial Planning**

* Determine theme of workshop
* Determine if there is interest in topic from membership section/chapter
* Define the workshop quality. What is considered a successful workshop
* Determine what kind of promotion material (email, website, advertisement)
* Define the budget (estimated costs and estimated revenue)
* Consider the applicability of vTools

**Logistics Planning**

* Determine target workshop size (author recommends between 30-70)
* Determine date (recommend 4 - 6 months of planning time)
* Determine what food/beverages will/won’t be offered
* Determine the venue based on above
* Determine arrangement of speaker/guests (Audio/Visual, chair arrangement, presence/absense of tables)
* Determine type of registration (onsite only, email, RSVP only, website, combo)
* Find other victims to help

**Content planning**

* Decide how networking is going to happen
* Decide the agenda

**Execution**

* A couple days before the event, remind volunteers of their duties and thank them in advance for helping
* Double check you have all equipment needed for any audio/visual or onsite registration
* Execute the plan
* During event make a point of handshaking new people and trying to gage their interest and help them meet others with similar interests (possibly finding a way to follow up)
* Make sure to thank guests

**History**

2014-03-14 - Original