

Checklist for a successful conference

A small but indispensable tool for anyone booking a conference at Folkets Hus.

Use the following checklist to assist you when planning your conference and/or talking to our conference department.

Date and time

1. Opening and closing times
2. Set-up time
3. Scheduled meals

Number of delegates

Venue(s)

1. Main venue
2. Parallel venues
3. Seminar rooms
4. Other venues

ACCOMMODATION

Furnishing of venue

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Classroom layout | <input type="checkbox"/> Other layout |
| <input type="checkbox"/> Theatre layout | |

Furnishing of stage

- | | |
|---|--|
| <input type="checkbox"/> Rostrum | <input type="checkbox"/> Chairman's podium |
| <input type="checkbox"/> Platform table | <input type="checkbox"/> Seating |

Technical equipment

- | | |
|---|--|
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> Microphones: wired/wireless/clip-on |
| <input type="checkbox"/> Slide projector | <input type="checkbox"/> CD |
| <input type="checkbox"/> Sound system (PA) | <input type="checkbox"/> DVD |
| | <input type="checkbox"/> Big-screen projector |

- Laser pointer
- PC
- Printer
- TV/video
- In-house TV
- Video camera
- Cine projector 16/35/70 mm
- Sound recording
- Film recording
- Internet access

- Telephone
- Fax
- Electricity
- power points/extension leads/junction
boxes power rating
- Satellite conferencing
- Photocopier
- Interpreting facilities
- Technicians

Catering

- Breakfast
- Morning break
- Lunch
- Afternoon break
- Fruit, confectionery, juice
- Dinner, evening meal
- Bar
- Special diets, vegetarian, allergies
etc.

Entertainment

- Entrance music, music during breaks
- Dance music
- Entertainment

Accommodation

- Hotel booking service

Other requirements

- Notepads and pens
- Banners and posters
- Interpreters
- Name badges
- Place markers
- Transport