

# Conference Agenda Template

(Meeting Title) – (Meeting called by) – (Location)

[Click to select date]

7:00 pm to 9:00 pm	Registration and Reception
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[Click to select date]

7:30 am to 8:00 am	Continental Breakfast
8:00 am to 10:00 am	Opening Ceremonies Keynote Addresses: [Name, Company] [Name, Company]
10:00 am to 10:30 am	Break
10:30 am to 12:00 pm	Presentation: <b>Sales and Marketing</b>
12:00 pm to 1:30 pm	Lunch Keynote Address: [Name, Company]
1:30 pm to 3:00 pm	Presentation: <b>Competition in the Industry</b>
3:00 pm to 3:15 pm	Break
3:15 pm to 4:45 pm	Presentation: <b>Quality Assurance</b>
6:00 pm to 8:00 pm	Evening Reception

[Click to select date]

7:30 am to 8:00 am	Continental Breakfast
8:00 am to 10:00 am	Keynote Addresses: [Name, Company] [Name, Company]
10:00 am to 10:30 am	Break
10:30 am to 12:00 pm	Presentation: <b>Employee Motivation</b>
12:00 pm to 1:30 pm	Lunch Keynote Address: [Name], [Company]
1:30 pm to 3:00 pm	Presentation: <b>Running a Tight Ship and Still Having Fun</b>
3:00 pm to 4:00 pm	Break
4:00 pm to 5:30 pm	Closing Ceremonies