

PRACTICAL CHECKLIST 11

Prepare your multi-site conference coordination.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD

1. Define

Needs + services

>

2. Check

Documents + questions

>

3. Share

Brief + quote

☐ Format

Departure sites and participating venues
Shared and local sessions

☐ Headcount

Expected numbers by group
Contact and confirmation date

☐ Journeys

Travel, transfers and nights
Times and requirements to check

☐ Technical services

Broadcasting, exchanges and support
Tests and fallback

☐ Services

Requirements and existing choices
Status and approval owner

☐ Coordination

Running order and open points
Shared version and next action

NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: _____

Services already chosen: _____

Additional services needed: _____

The Sourcing Force team is here to help

contact@sourcing-force.com

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Read the article: events.sourcing-force.com/en/blog/multi-site-hybrid-conference/

Request a quote >