

**APPENDIX B
SAMPLE CONFERENCE TIMELINE**

	Wednesday, Month/Date	Thursday, Month/Date	Friday, Month/Date	Saturday, Month/Date
8:00 am				Field trip
9:00 am		Committee meetings (until 11am)	First speaker (45 minutes) Second speaker (45 minutes)	
10:00 am			Break from 10:30-10:45	
11:00 am		Committee/Board liaison meeting; Registration begins	Third speaker (45 minutes) Fourth speaker (30 minutes)	
noon		lunch	lunch break (noon-1:30)	
1:00 pm		Workshop (until 4:00 pm with a 15 minute break); Map exchange open	Fifth speaker (45 minutes) Sixth speaker (45 minutes)	
2:00-3:00 pm	Executive Board Meeting (until 5pm)			
3:00-4:00 pm			Break (3:00-3:30) Seventh speaker (45 minutes)	
4:00-5:00 pm		Business Meeting and Sounding Board (until 5:30pm)	Final comments and final time to visit the vendors and map exchange	
5:00 pm				
6:00 pm	Early bird dinner	Dinner on your own	Banquet – 6:30pm	
7:00 pm				