



Mastering Conference Execution From Preparation to Success – Confidently Lead Your Event to Excellence!

Would you like to soon conduct conferences with confident ease?

Take your conference organization skills to the next level!

This training is especially suitable for those who never thought that organizing conferences would become such a time-intensive part of their professional life.

Together, we will ensure that your events become **successful and efficient!**

Successfully organizing conferences requires a specific set of methodological skills. Many individuals in the academic context have their core competencies in other areas, leading to an underestimation of the complexity of events. The effort involved around the event day is often greater than anticipated.

In this training, you will learn how to **effectively coordinate** everyone involved on the day of the event and consider all relevant aspects, so you can enjoy the rewards of your months of preparation with ease. You'll discover **how to write a detailed event plan** and how to process insights—both for your current event and for future ones. This way, you'll confidently guide all participants through the day and improve with each event.

Target Group

Administrative staff, science managers, graduates, and postdocs who organize events in the higher education context or plan to do so in the near future.

Your added value and the key focuses of the training:

- **Strengthening coordination and communication skills:** Improve your abilities for successful event management.
- **Creating detailed event plans:** Learn how to develop precise event plans and communicate them effectively.
- **Focusing on what matters most:** Free up your time to concentrate on the essential aspects of event organization.
- **Expanding your network:** Grow your network of event planners and industry contacts.
- **Practical tools and templates:** Use work aids, checklists, and real-life examples to streamline your work.
- **Discovering best practices:** Gain strategies and methods to continuously improve with every event you organize.

Methods

- Online presentations and lectures.
- Best practice examples and collaborative exchange.

Information / Requirements

- Duration: 8:45 AM – 01:00 PM.
- The training will be held via Zoom.
- Microphone and webcam are required for interaction.