



CONFERENCE DEPARTMENT

UNIVERSITY OF FLORIDA

# MEETING PLANNER WORKSHOP

OCTOBER 10, 2019

UF HILTON CONFERENCE CENTER

8:00 - 9:00AM

REGISTRATION & BREAKFAST

9:00 - 9:15AM

WELCOME

9:15 - 10:30AM

STEPHEN O'CONNOR  
NAVIGATING THE A/V MAZE: A BASIC 101 APPROACH

10:30 - 11:00AM

VENDOR BREAK

11:00AM - 12:00PM

BARBARA BENNETT, WILCLEY LIMA,  
TIFFANY SCHMIDT & NICOLA HEREDIA  
UF FINANCE AND RESOURCE PANEL

12:00 - 1:00PM

LUNCH

---

1:00 - 2:00PM

JOANNE DENNISON, MSED, CMP

GET OUT OF YOUR OFFICE AND HAVE A SEAT IN THE CHAIR! PLANNING FROM THE ATTENDEE'S VIEW  
ARE YOU RELATIVELY NEW TO MEETING PLANNING? OR A SEASONED MEETING PLANNER, WHOSE BEEN  
PLANNING MEETINGS FOR AWHILE AND FOR THE MOST PART NOTHING BIG GOES WRONG. BUT MAYBE YOU'RE  
THINKING "IS THERE ANYTHING MORE? HAVE WE DONE THE BEST THAT CAN BE DONE?" HOW CAN WE CRE-  
ATE THE "OPTIMUM LEARNING ENVIRONMENT" FOR OUR ATTENDEES—WITHOUT BLOWING THE BUDGET?

---

2:00 - 2:30PM

VENDOR BREAK

2:30 - 3:30PM

JAYA DILLARD  
REQUEST FOR PROPOSAL: SIMPLIFIED

3:30 - 3:45PM

CLOSING & RAFFLES

CONFERENCES@DCE.UFL.EDU

352.392.1701