
15.2 SAMPLE PRELIMINARY AGENDA

Institute of Industrial Engineers Annual Region ___ Conference [YEAR]		
Tentative Agenda		
Day 1 March 8th	4:00 PM 7:00 PM	Open Registration Ice Breaker
Day 2 March 9th	8:00 AM 8:30 AM 9:00 AM 10:00 AM 12:00 PM 1:30 PM 3:30 PM 5:30 PM 7:30 PM	Late Registration Welcome/Breakfast Speaker Plant Tours Luncheon with Speaker Technical Paper Competition Activity Awards Banquet with Speaker Free Time
Day 3 March 10th	8:00 AM 9:00 AM	Ski Trip Check Out

Preliminary Agenda II

Region # Preliminary Agenda University Name

THEME:

Thursday, February 28th

4:00pm – 6:00pm	General Registration at <i>LOCATION</i> (receive your t- shirt, career information packet)
6:00pm – 8:00pm	Social Event at <i>LOCATION</i> (door prizes!)

Friday, March 1st

7:30am – 8:00am	Breakfast & Late Registration
8:00am – 8:20am	Wake up! Exercise and Introduction
8:30am – 8:50am	1 st Student paper presentation
8:55am – 9:15am	2 nd Student paper presentation
9:20am – 9:30am	BREAK
9:30am – 9:50am	3 rd Student paper presentation
9:50am – 11:00am	Remaining presentations (if applicable)
11:30am – 1:00pm	Lunch/Speaker/Introduce Judges
1:30pm – 2:00pm	Judges' Deliberation/Business Meeting
2:15pm - 4:30pm	Campus Tour/Presentations/Resume Workshop
5:00pm – 7:30pm	CAREER FAIR
7:30pm – 9:30pm	Awards Banquet/Speaker