

**Day, Date**

*Location Information*

<b>Pre-Conference Workshops</b> ( <i>Pre-pay/register</i> )	
	<b>Name of Workshop</b>
Start – Stop Times	<i>Name of Presenter, Credentials</i>
	Logistics about getting to the workshop, if lunch is or is not included, etc.
	<i>Information about the workshop as provided on the registration information for the conference.</i>
	<b>Name of Workshop</b>
Start – Stop Times	<i>Name of Presenter, Credentials</i>
	Logistics about getting to the workshop, if lunch is or is not included, etc.
	<i>Information about the workshop as provided on the registration information for the conference.</i>
<b>Executive Committee Meeting</b> ( <i>*All current and former board members invited</i> )	
Start – Stop Times	<i>Details about locations, if a meal is being served, etc.</i>

**Day, Date**

*Location Information*

Start Time	<b>Start of Day</b>
Start Time <i>(Amount of CE)</i>	Presentation 1
Start Time <i>(Amount of CE)</i>	Presentation 2
Start Time <i>(Amount of CE)</i>	Presentation 3
Start Time <i>(Amount of CE if Poster Break)</i>	<b>BREAK or POSTER BREAK</b> If refreshments served, details of where should be listed here. Minimum of 30 minutes for a POSTER BREAK
Start Time <i>(Amount of CE)</i>	Presentation 4
Start Time <i>(Amount of CE)</i>	Presentation 5
Start Time <i>(Amount of CE)</i>	Presentation 6
Start Time	<b>LUNCH</b> Details about lunch – catered or if attendees are on their own. Lunch is generally an hour
Start Time <i>(Amount of CE)</i>	Presentation 7
Start Time <i>(Amount of CE)</i>	Presentation 8

Start Time <i>(Amount of CE)</i>	Presentation 9
Start Time <i>(Amount of CE if Poster Break)</i>	<b>BREAK or POSTER BREAK</b> If refreshments served, details of where should be listed here. Minimum of 30 minutes for a POSTER BREAK
Start Time <i>(Amount of CE)</i>	Presentation 10
Start Time <i>(Amount of CE)</i>	Presentation 11
Start Time <i>(Amount of CE)</i>	Presentation 12
<b>Evening Event</b>	
Start Time	<i>These events may include the Icebreaker, Banquet, Cocktail Hours, or something else! Provide details about locations, traveling to the event, and any other helpful details for attendees</i>

Each day will have a similar set up. **Zoo Day** will be shorter and details about any events occurring around the Zoo may be presented within the agenda.