



Monday 1 April 2025

Pre-event setup

08:00	Venue access	Logistics	Main Hall
10:00	Stage rigging	AVS	Main Hall

Tuesday 2 April 2025

Build Day

09:00	Lighting install	Lighting	Ballroom
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Wednesday 3 April 2025

Tech Rehearsals

13:00	Rehearsal with speakers	Rehearsals	Main Stage
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Thursday 4 April 2025

Event Launch

08:00	Doors Open	Event live	Main Entrance
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Saturday 5 April 2025

Keynote prep

12:00	Task 1 for Saturday 5 April 2025	Lighting	Conference Room
09:00	Task 2 for Saturday 5 April 2025	Logistics	Conference Room

Sunday 6 April 2025

Registration desk

10:00	Task 1 for Sunday 6 April 2025	Logistics	Ballroom
13:00	Task 2 for Sunday 6 April 2025	Sound	Ballroom

Monday 7 April 2025

Sponsor briefing

14:00	Task 1 for Monday 7 April 2025	Logistics	Conference Room
09:00	Task 2 for Monday 7 April 2025	Lighting	Lobby

Tuesday 8 April 2025

Setup continues

08:00	Task 1 for Tuesday 8 April 2025	Catering	Main Hall
13:00	Task 2 for Tuesday 8 April 2025	Logistics	Garden
15:00	Task 3 for Tuesday 8 April 2025	Logistics	Main Hall
08:00	Task 4 for Tuesday 8 April 2025	Lighting	Garden



Wednesday 9 April 2025

Keynote prep

10:00	Task 1 for Wednesday 9 April 2025	AV	Garden
12:00	Task 2 for Wednesday 9 April 2025	Sound	Ballroom
09:00	Task 3 for Wednesday 9 April 2025	Sound	Lobby

Thursday 10 April 2025

Breakout session setup

14:00	Task 1 for Thursday 10 April 2025	Security	Garden
08:00	Task 2 for Thursday 10 April 2025	Security	Conference Room

Friday 11 April 2025

Breakout session setup

14:00	Task 1 for Friday 11 April 2025	Security	Garden
12:00	Task 2 for Friday 11 April 2025	AV	Lobby
12:00	Task 3 for Friday 11 April 2025	Sound	Lobby
11:00	Task 4 for Friday 11 April 2025	Lighting	Ballroom

Saturday 12 April 2025

Sound check

08:00	Task 1 for Saturday 12 April 2025	Catering	Conference Room
12:00	Task 2 for Saturday 12 April 2025	Security	Ballroom

Sunday 13 April 2025

Registration desk

17:00	Task 1 for Sunday 13 April 2025	Security	Conference Room
15:00	Task 2 for Sunday 13 April 2025	Logistics	Main Hall
09:00	Task 3 for Sunday 13 April 2025	AV	Main Hall
11:00	Task 4 for Sunday 13 April 2025	Lighting	Ballroom

Monday 14 April 2025

Keynote prep

08:00	Task 1 for Monday 14 April 2025	Sound	Lobby
11:00	Task 2 for Monday 14 April 2025	Lighting	Ballroom
14:00	Task 3 for Monday 14 April 2025	Security	Ballroom



Tuesday 15 April 2025

Sound check			
16:00	Task 1 for Tuesday 15 April 2025	Lighting	Ballroom
17:00	Task 2 for Tuesday 15 April 2025	AV	Ballroom
11:00	Task 3 for Tuesday 15 April 2025	Catering	Lobby
17:00	Task 4 for Tuesday 15 April 2025	Catering	Conference Room

Wednesday 16 April 2025

Sound check			
12:00	Task 1 for Wednesday 16 April 2025	Security	Main Hall
13:00	Task 2 for Wednesday 16 April 2025	Sound	Lobby
13:00	Task 3 for Wednesday 16 April 2025	Sound	Lobby

Thursday 17 April 2025

Sponsor briefing			
16:00	Task 1 for Thursday 17 April 2025	Security	Main Hall
08:00	Task 2 for Thursday 17 April 2025	Sound	Conference Room
13:00	Task 3 for Thursday 17 April 2025	Sound	Garden
17:00	Task 4 for Thursday 17 April 2025	Security	Lobby

Friday 18 April 2025

Breakout session setup			
12:00	Task 1 for Friday 18 April 2025	Lighting	Main Hall
08:00	Task 2 for Friday 18 April 2025	AV	Main Hall

Saturday 19 April 2025

Breakout session setup			
17:00	Task 1 for Saturday 19 April 2025	Security	Conference Room
12:00	Task 2 for Saturday 19 April 2025	Lighting	Main Hall

Sunday 20 April 2025

Rehearsals			
13:00	Task 1 for Sunday 20 April 2025	Lighting	Ballroom
17:00	Task 2 for Sunday 20 April 2025	Catering	Lobby
16:00	Task 3 for Sunday 20 April 2025	Security	Conference Room
14:00	Task 4 for Sunday 20 April 2025	Lighting	Conference Room
10:00	Task 5 for Sunday 20 April 2025	Sound	Lobby



Monday 21 April 2025

Rehearsals

14:00	Task 1 for Monday 21 April 2025	Sound	Lobby
16:00	Task 2 for Monday 21 April 2025	AV	Ballroom
10:00	Task 3 for Monday 21 April 2025	Catering	Ballroom
17:00	Task 4 for Monday 21 April 2025	AV	Lobby
16:00	Task 5 for Monday 21 April 2025	Sound	Garden

Tuesday 22 April 2025

Post-event

12:00	Task 1 for Tuesday 22 April 2025	Logistics	Main Hall
11:00	Task 2 for Tuesday 22 April 2025	Logistics	Garden
10:00	Task 3 for Tuesday 22 April 2025	Logistics	Garden

Wednesday 23 April 2025

Setup

13:00	Task 1 for Wednesday 23 April 2025	Lighting	Lobby
14:00	Task 2 for Wednesday 23 April 2025	Lighting	Lobby
12:00	Task 3 for Wednesday 23 April 2025	Lighting	Lobby
08:00	Task 4 for Wednesday 23 April 2025	Security	Ballroom
16:00	Task 5 for Wednesday 23 April 2025	Lighting	Main Hall

Thursday 24 April 2025

Setup

13:00	Task 1 for Thursday 24 April 2025	Sound	Garden
11:00	Task 2 for Thursday 24 April 2025	Sound	Main Hall
10:00	Task 3 for Thursday 24 April 2025	Lighting	Ballroom

Friday 25 April 2025

Breakout sessions

14:00	Task 1 for Friday 25 April 2025	Security	Ballroom
17:00	Task 2 for Friday 25 April 2025	Catering	Ballroom

Saturday 26 April 2025

Rehearsals

10:00	Task 1 for Saturday 26 April 2025	AV	Ballroom
11:00	Task 2 for Saturday 26 April 2025	AV	Garden
12:00	Task 3 for Saturday 26 April 2025	Catering	Main Hall
10:00	Task 4 for Saturday 26 April 2025	Lighting	Ballroom



15:00	Task 5 for Saturday 26 April 2025	AV	Garden
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Sunday 27 April 2025

Post-event			
10:00	Task 1 for Sunday 27 April 2025	Security	Lobby
17:00	Task 2 for Sunday 27 April 2025	Lighting	Conference Room
17:00	Task 3 for Sunday 27 April 2025	Sound	Ballroom
16:00	Task 4 for Sunday 27 April 2025	Catering	Conference Room

Monday 28 April 2025

Rehearsals			
13:00	Task 1 for Monday 28 April 2025	AV	Ballroom
12:00	Task 2 for Monday 28 April 2025	Lighting	Conference Room
08:00	Task 3 for Monday 28 April 2025	AV	Lobby
15:00	Task 4 for Monday 28 April 2025	Security	Conference Room
11:00	Task 5 for Monday 28 April 2025	Catering	Lobby

Tuesday 29 April 2025

Event Day			
15:00	Task 1 for Tuesday 29 April 2025	Logistics	Main Hall
16:00	Task 2 for Tuesday 29 April 2025	Sound	Ballroom
14:00	Task 3 for Tuesday 29 April 2025	Logistics	Ballroom