

#### Monday 1 April 2025

Pre-event setup

08:00Venue accessLogisticsMain Hall10:00Stage riggingAVSMain Hall

Tuesday 2 April 2025

**Build Day** 

09:00 Lighting install Lighting Ballroom

Wednesday 3 April 2025

**Tech Rehearsals** 

13:00 Rehearsal with speakers Rehearsals Main Stage

Thursday 4 April 2025

**Event Launch** 

08:00 Doors Open Event live Main Entrance

Saturday 5 April 2025

Keynote prep

12:00Task 1 for Saturday 5 April 2025LightingConference Room09:00Task 2 for Saturday 5 April 2025LogisticsConference Room

Sunday 6 April 2025

Registration desk

10:00Task 1 for Sunday 6 April 2025LogisticsBallroom13:00Task 2 for Sunday 6 April 2025SoundBallroom

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



### 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

| Hall        |
|-------------|
| erence Room |
| en          |
| y           |
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## 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 | Liahtina | 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  |



| 13.00 Task 3 for Saturday 20 April 2023 Av Saturday 20 April 2023 | 15:00 | Task 5 for Saturday 26 April 2025 | AV | Garden |
|---|-------|-----------------------------------|----|--------|
|---|-------|-----------------------------------|----|--------|

### 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  |