#### Monday 1 April 2025

Pre-event setup

Time Description Tags Location 08:00 Venue access Logistics Main Hall 10:00 AVS Main Hall Stage rigging

#### Tuesday 2 April 2025

**Build Day** 

Time Description Tags Location Lighting 09:00 Lighting install Ballroom

#### Wednesday 3 April 2025

**Tech Rehearsals** 

Location Time Description Tags 13:00 Rehearsal with speakers Rehearsals Main Stage

#### Thursday 4 April 2025

**Event Launch** 

Time Description Tags Location Event live 08:00 Doors Open Main Entrance

#### Saturday 5 April 2025

Keynote prep

Time Description Tags Location 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

Time Description Tags Location 10:00 Task 1 for Sunday 6 April 2025 Logistics Ballroom Task 2 for Sunday 6 April 2025 13:00 Sound Ballroom

## Monday 7 April 2025

Sponsor briefing

Location Time Description Tags Task 1 for Monday 7 April 2025 Logistics Conference Room 14:00 Lobby

09:00 Task 2 for Monday 7 April 2025 Lighting

# flair

## Tuesday 8 April 2025

#### Setup continues

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

	Гime	Description	Tags	Location
1	17:00	Task 1 for Sunday 13 April 2025	Security	Conference Room



15:00	Task 2 for Sunday 13 April 2025
09:00	Task 3 for Sunday 13 April 2025
11:00	Task 4 for Sunday 13 April 2025

# Logistics Main Hall AV Main Hall Lighting Ballroom

#### Monday 14 April 2025

#### Keynote prep

rime	Description
08:00	Task 1 for Monday 14 April 2025
11:00	Task 2 for Monday 14 April 2025
14:00	Task 3 for Monday 14 April 2025

# Tuesday 15 April 2025

#### Sound check

Time	Description
16:00	Task 1 for Tuesday 15 April 2025
17:00	Task 2 for Tuesday 15 April 2025
11:00	Task 3 for Tuesday 15 April 2025
17:00	Task 4 for Tuesday 15 April 2025

# Wednesday 16 April 2025

#### Sound check

Time	Description	
12:00	Task 1 for Wednesday 16 April 2025	
13:00	Task 2 for Wednesday 16 April 2025	
13:00	Task 3 for Wednesday 16 April 2025	

#### Thursday 17 April 2025

#### Sponsor briefing

Time	Description
16:00	Task 1 for Thursday 17 April 2025
08:00	Task 2 for Thursday 17 April 2025
13:00	Task 3 for Thursday 17 April 2025
17:00	Task 4 for Thursday 17 April 2025

# Friday 18 April 2025

#### Breakout session setup

IIIIIE	Description
12:00	Task 1 for Friday 18 April 2025
08:00	Task 2 for Friday 18 April 2025

Tags	Location
Sound	Lobby
Lighting	Ballroom
Security	Ballroom

Tags	Location
Lighting	Ballroom
AV	Ballroom
Catering	Lobby
Catering	Conference Room

Location Main Hall Lobby Lobby

Tags	Location
Security	Main Hall
Sound	Conference Room
Sound	Garden
Security	Lobby

Lighting Main Hall AV Main Hall

Tags

# flair

#### Saturday 19 April 2025

# Breakout session setup

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

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Time	Description	Tags	Location
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

# flair

#### Thursday 24 April 2025

#### Setup

Time	Description	Tags	Location
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**

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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

# Sunday 27 April 2025

#### Post-event

Time	Description	Tags	Location
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

Time	Description	Tags	Location
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**

Time	Description
15:00	Task 1 for Tuesday 29 April 2025
16:00	Task 2 for Tuesday 29 April 2025
14:00	Task 3 for Tuesday 29 April 2025

Tags	Location
Logistics	Main Hall
Sound	Ballroom
Logistics	Ballroom