

## Monday 1 April 2025

Pre-event setup

Description

Main HallVenue access08:00LogisticsMain HallStage rigging10:00AVS

## Tuesday 2 April 2025

**Build Day** 

Description

Ballroom Lighting install 09:00 Lighting

## Wednesday 3 April 2025

**Tech Rehearsals** 

Description

Main Stage Rehearsal with speakers 13:00 Rehearsals

## Thursday 4 April 2025

**Event Launch** 

Description

Main Entrance Doors Open 08:00 Event live

#### Saturday 5 April 2025

Keynote prep

Description

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

#### Sunday 6 April 2025

Registration desk

Description

BallroomTask 1 for Sunday 6 April 202510:00LogisticsBallroomTask 2 for Sunday 6 April 202513:00Sound

## Monday 7 April 2025

Sponsor briefing

Description

Conference Room<br/>LobbyTask 1 for Monday 7 April 2025<br/>Task 2 for Monday 7 April 202514:00<br/>09:00Logistics<br/>Lighting

# flair

## Tuesday 8 April 2025

Setup continues

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

## Wednesday 9 April 2025

Keynote prep

Description

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

## Thursday 10 April 2025

Breakout session setup

Description

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

## Friday 11 April 2025

Breakout session setup

Description

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

## Saturday 12 April 2025

Sound check

Description

Conference RoomTask 1 for Saturday 12 April 202508:00CateringBallroomTask 2 for Saturday 12 April 202512:00Security

# Sunday 13 April 2025

Registration desk

Description

Conference Room Task 1 for Sunday 13 April 2025 17:00 Security



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

# Monday 14 April 2025

## Keynote prep

Description

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

# Tuesday 15 April 2025

#### Sound check

Description

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

# Wednesday 16 April 2025

## Sound check

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

## Thursday 17 April 2025

## Sponsor briefing

Description

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

# Friday 18 April 2025

#### Breakout session setup

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



## Saturday 19 April 2025

#### Breakout session setup

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

# Sunday 20 April 2025

#### Rehearsals

Description

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

# Monday 21 April 2025

#### Rehearsals

## Description

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

# Tuesday 22 April 2025

#### Post-event

## Description

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

# Wednesday 23 April 2025

## Setup

#### Description

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



# Thursday 24 April 2025

## Setup

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

# Friday 25 April 2025

#### **Breakout sessions**

Description

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

# Saturday 26 April 2025

#### Rehearsals

	Description	
Ballroom	Task 1 for Saturday 26 April 2025	10:00
Garden	Task 2 for Saturday 26 April 2025	11:00
Main Hall	Task 3 for Saturday 26 April 2025	12:00
Ballroom	Task 4 for Saturday 26 April 2025	10:00
Garden	Task 5 for Saturday 26 April 2025	15:00

# Sunday 27 April 2025

#### Post-event

	Description
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Lobby	Task 1 for Sunday 27 April 2025	10:00
Conference Room	Task 2 for Sunday 27 April 2025	17:00
Ballroom	Task 3 for Sunday 27 April 2025	17:00
Conference Room	Task 4 for Sunday 27 April 2025	16:00

# Monday 28 April 2025

#### Rehearsals

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

Sound Sound Lighting

AV AV Catering Lighting AV

Security Lighting Sound Catering



# Tuesday 29 April 2025

## **Event Day**

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