



# Tech Conference

Presented by TechNova

**Event Planner: Onome Avbado**

**December 15, 2025**  
**Innovation Hub Conference Center, Lagos**

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# Introduction & Overview

**Tech Conference 2025, hosted by TechNova, is a one-day gathering of over 500 tech leaders, innovators, and entrepreneurs.**

**The event will feature keynote sessions, panel discussions, workshops, and networking opportunities, all aimed at showcasing cutting-edge innovations, fostering collaboration, and shaping the future of technology in Africa.**

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# Event Objective

- **Foster Collaboration**  
Connect tech leaders, startups, and innovators to exchange ideas and build partnerships.
  - **Showcase Innovation**  
Highlight groundbreaking technologies that are shaping the future of the industry.
  - **Inspire Growth**  
Motivate participants to embrace opportunities and drive technological advancement.
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# Venue & Capacity

**Venue:** Innovation Hub Conference Center

**Location:** Victoria Island, Lagos state, Nigeria

**Date:** December 15, 2025

**Time:** 8:00am

**Duration:** One-Day Conference

**Setup:** Theatre Style with Stage & Podium

**Total Capacity:** 500 Attendees

**Venue Rental:** \$30,000 (Full Day)

**Includes:** Chairs, Tables, Basic AV Setup

**Total Venue & AV Cost: \$30,000**



# Event Speakers & Sponsors

## Keynote Speakers

Dr. Chuka Adeyemi – CEO, FutureTech Africa  
Sarah Lawson – Global AI Strategist, InnovateX  
Engr. Ahmed Musa – CTO, CloudNet Solutions

## Panelists

Jane Okafor  
Kelvin Wright  
Lola Adebayo  
Samuel Okon  
Tracy Smith  
Henry Thompson

## Sponsors

TechNova (Platinum)  
CloudNet Solutions (Gold)  
InnovateX (Silver)



# Event Schedule

08:00 – 09:00 AM → Registration & Welcome Coffee ☕

09:00 – 09:30 AM → Opening Ceremony 🎉

09:30 – 10:30 AM → Keynote 1: *The Future of Tech in Africa* 🎤

10:30 – 11:00 AM → Networking Break ☕

11:00 – 12:00 PM → Panel 1: *AI & Digital Transformation* 👥

12:00 – 01:00 PM → Buffet Lunch 🍴

01:00 – 02:00 PM → Keynote 2: *Building Secure Cloud Solutions* 🎤

02:00 – 03:00 PM → Workshops & Tech Demos 💻

03:00 – 04:00 PM → Panel 2: *Tech Startups & Innovation* 👥

04:00 – 04:30 PM → Closing Remarks & Cocktail Networking 🍹

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# Event Agenda

**08:00 – 09:00 AM → Registration & Welcome Coffee ☕**

- **Guests check-in and enjoy coffee & pastries by Tasty Bites Catering**

**09:00 – 09:30 AM → Opening Ceremony 🎉**

- **Welcome Address: Mr. Daniel Ayeni, CEO, TechNova**
- **Opening Prayer: Mrs. Grace Johnson, Community Leader**
- **Opening Remarks: Sarah Lawson, Global AI Strategist, InnovateX**

**09:30 – 10:30 AM → Keynote 1: “The Future of Tech in Africa” 🎤**

- **Dr. Chuka Adeyemi – CEO, FutureTech Africa**

**10:30 – 11:00 AM → Networking Break ☕**

- **Light refreshments by Tasty Bites Catering**
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# Event Agenda (Cont)

**11:00 – 12:00 PM → Panel 1: “AI & Digital Transformation”** 👥

- **Panelists:** Jane Okafor, Kelvin Wright, Lola Adebayo

**Moderator:** Sarah Lawson – Global AI Strategist, InnovateX

**12:00 – 01:00 PM → Buffet Lunch** 🍴

- **Full buffet service by Tasty Bites Catering**

**01:00 – 02:00 PM → Keynote 2: “Building Secure Cloud Solutions”** 🎤

- **Engr. Ahmed Musa – CTO, CloudNet Solutions**

**02:00 – 03:00 PM → Workshops & Tech Demos** 💻

- **Topics:** Cloud Security, AI Applications, Startup Pitches
  - **Hosted by:** TechNova Team
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# Event Agenda (Cont)

**03:00 – 04:00 PM → Panel 2: “Tech Startups & Innovation”** 👥

- **Panelists:** Samuel Okon, Tracy Smith, Henry Thompson
- **Moderator:** Dr. Chuka Adeyemi – CEO, FutureTech Africa

**04:00 – 04:30 PM → Closing Remarks & Cocktail Networking** 🍹

- **Closing by** Mr. Daniel Ayeni, CEO, TechNova
  - **Cocktails & snacks by** Elite Events Catering
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# Registration & RSVP

**Method:** Online via Google Form

**Link:** [Register Here](#)

**Registration Deadline:** December 1, 2025

**Attendance Limit:** 500 Participants

**Confirmation:** Auto-email sent after registration

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# Catering Plan

## Caterer 1: Tasty Bites Catering (*Breakfast & Lunch*)

- **Breakfast (8:00 AM – 9:00 AM)**  
Coffee, tea, and fresh juice  
Assorted pastries: croissants, meat pies, mini doughnuts
  - **Buffet Lunch (12:00 PM – 1:00 PM)**  
Jollof rice, fried rice, grilled chicken, fish fillet  
Stir-fried vegetables, plantain, salads  
Soft drinks and bottled water
  - **Cost: \$15,000 (Coffee & pastries \$2,500 + Lunch \$12,500)**
  - **Staff: 8 servers**
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# Catering Plan (Cont)

## Caterer 2: Elite Events Catering (*Cocktail & Snacks*)

- Evening Cocktail (4:00 PM – 4:30 PM)  
Mini samosas, spring rolls, grilled kebabs  
Cupcakes and fruit skewers  
Cocktail drinks: Chapman, virgin mojito,  
orange fizz

Cost: \$5,000

- Staff: 5 servers  
**Total Catering Cost: \$20,000**



# Networking Sessions

**08:00 – 09:00 AM → Morning Coffee Networking**

- Guests mingle during registration with coffee & pastries by Tasty Bites

**10:30 – 11:00 AM → Mid-Morning Networking Break**

- Refreshments and open floor for attendees to connect

**04:00 – 04:30 PM → Cocktail Networking & Meet-and-Greet**

- Closing session with cocktails by Elite Events Catering

# Workshops & Tech Demos

**02:00 – 03:00 PM → Interactive Workshops & Live Demos**

- Workshop 1: Cloud Security Essentials
  - Workshop 2: Building AI-Powered Applications
  - Startup Demos: Attendees test new tech innovations
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# Audio-Visual & Equipment Setup

- Professional Sound System (2 speakers + 2 wireless mics)
- LED Screen Display (12 ft x 8 ft)
- Projector & Laptop for presentations
- Stage Lighting (4 spotlights + 2 moving heads)
- Recording Camera & Tripod for event coverage

Vendor: SoundWave Rentals

Package: Full-Day AV Setup

**Cost: \$10,000**

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# Branding Element & Marketing Channels

- Event Logo & Color Theme Design → **\$500**
- Stage Backdrop & LED Screen Graphics → **\$1,200**
- Branded Podium, Signage & Directional Banners → **\$800**
- Staff T-shirts & ID Badges → **\$500**
- Social Media Ads (Facebook, LinkedIn, Twitter) → **\$1,000**
- Email Newsletter Campaign → **\$400**
- Press Release & Media Outreach → **\$600**

**Total Branding & Marketing Cost: \$5,000**

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# Staff & Logistics

Category	Details	Cost
Event Planning Team	5 Coordinators @ \$400 each	\$2,000
Security Personnel	6 Security Staff @ \$300 each	\$1,800
Catering Support Staffs	13 Staff (from caterers) – Included	\$0
Medical /First Aid	2 Nurses + First Aid Kit	\$1,200
Transportation & Parking	Shuttle, valet, parking signage	\$2,000
Clean-up & Janitorial	Cleaning crew + supplies	\$1,500
Logistics Coordinator	Onsite logistics coordinator	\$1,500
<b>Total</b>		<b>\$10,000</b>



# Risk Management & Backup Plans

**Purpose:** Ensure smooth event flow by preparing for key risks within budget.

## Key Risks & Solutions:

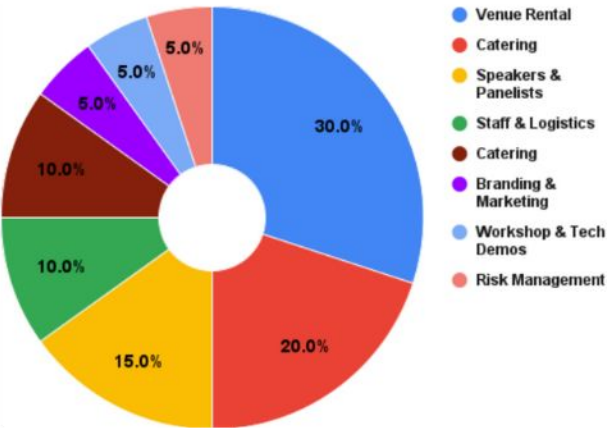
- **Venue Issues:** Alternate room reserved at Lagos Tech Hub (included in venue)
- **Speaker Cancellations:** Standby speakers and pre-recorded sessions ready
- **Audio-Visual Failures:** Backup AV equipment from SoundWave rental supplier
- **Schedule Changes:** Flexible agenda to adjust sessions if needed
- **Staff Shortages:** Additional volunteers on standby

**Budget:** \$5,000 (5% of total) reserved for unexpected expenses.

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# Event Budget Summary

Category	Details	Cost
Venue Rental	Lagos Tech Hub Conference Center	\$30,000
Catering (2 vendors)	Breakfast, Lunch, Cocktail	\$20,000
Speakers & Panelists	Honorarium + Travel (9 people)	\$15,000
Audio-Visual & Equipment	Sound system, LED screens, lighting	\$10,000
Staff & Logistics	Security, ushers, event staff	\$10,000
Branding & Marketing	Event logo, banners, social media ads	\$5,000
Workshops & Tech Demos	Setup, materials, support staff	\$5,000
Risk Management (Contingency)	Reserved for unexpected costs	\$5,000



**Total Event Budget: \$100,000**

# Post-Event Plan

## Feedback Collection

- Send online surveys (Google Forms) 1-2 days after event

## Thank-You Emails

- Personalized messages to attendees, speakers, sponsors

## Event Report

- Compile data and feedback; share with stakeholders within 2 weeks

## Follow-Up

- Schedule meetings with key contacts for future collaboration
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**Thank You**