

✓ Hybrid Event Planning Template

🎯 **Develop** your Hybrid event plan using the following template

** This template can be customized to fit the specific needs of your event.*

Event Name:

- [Insert Event Name]

Event Date and Time:

- [Insert Date and Time]

Event Objectives:

- [List the main objectives of the event]

Target Audience:

- [Describe the target audience]

Event Format:

- Hybrid (In-person and Virtual)

Venue:

- In-Person Location: [Insert Venue Details]
- Virtual Platform: [Insert Platform Details]

Agenda:

- [Insert detailed agenda with time slots for each session]

	Day 1 Activities	Start time	End time	Notes
1	Welcoming participants	9.00	9.10	Speaker: M. Stone
2	Presentation of	9.10	9.30	Speaker: Leo Messi
3	Coffee break	9.30	9.45	
	Closing remarks for Day 1	14.00		

Speakers/Presenters:

- [List of speakers/presenters with their roles and topics]

	Speaker name	Contact information	Session type	Topic
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1	M. Stone	mstone@gmail.com	Live via Zoom	Hybrid collaboration
2	Leo Messi		Video message	Providing feedback
3				

Technology Requirements:

- In-Person: [List of required equipment, e.g., microphones, projectors]
- Virtual: [List of required tools, e.g., webinar software, streaming services]

Registration:

- In-Person: [Details on how attendees can register]
- Virtual: [Details on how attendees can register]

Communication Plan:

- Pre-Event: [Emails, social media posts, reminders]
- During Event: [Live updates, chat support]
- Post-Event: [Thank you emails, feedback surveys]

Engagement Strategies:

- In-Person: [Networking sessions, Q&A]
- Virtual: [Polls, breakout rooms, live chat]

Logistics:

- In-Person: [Catering, seating arrangements, signage]
- Virtual: [Technical support, virtual backgrounds]

Budget:

- [Detailed budget breakdown for both in-person and virtual components]

No	Line Item	Cost
1.	Rent of the conference hall	100 Euro
2.	Rent of video and audio equipment	
3.	Catering	

Evaluation:

- [Methods for evaluating the success of the event, e.g., surveys, feedback forms]

Follow-Up:

- [Plan for post-event follow-up, e.g., sharing recordings, sending thank you notes]