**1. Conference Planning Materials**

* Conference agenda/program schedule
* Speaker bios and presentation abstracts
* Registration forms or online registration tools
* Conference website or mobile app
* Contact lists (organizers, speakers, participants, vendors)
* Budget and financial documents

**2. Printed and Digital Materials**

* Conference brochures and booklets
* Welcome kits (including program, map, badges, etc.)
* Name tags/lanyards with participant details
* Banners, posters, and signage (directional and promotional)
* Feedback/evaluation forms (print or online)
* Certificates of participation (if applicable)
* Digital presentations, slides, and handouts
* Souvenirs or branded merchandise (e.g., pens, notebooks)

**3. Venue Setup Materials**

* Registration desk setup (tables, signboards, computers/tablets)
* Podiums or lecterns
* Stage setup (if needed)
* Audio-visual equipment (projectors, screens, microphones, speakers)
* Lighting and electrical connections
* Backdrop banners or stage branding
* Internet/Wi-Fi setup for participants
* Translation/interpretation booths (for multilingual conferences)
* Chairs, tables, and seating arrangements

**4. Technical and IT Materials**

* Laptops/computers for presentations
* Video conferencing equipment (for hybrid/virtual sessions)
* Live streaming setup (cameras, microphones, encoders)
* Presentation clickers and laser pointers
* Charging stations for participants
* Backup drives or cloud storage for presentations
* Event management software/apps
* Technical support kits (cables, adapters, power strips)

**5. Communication & Promotional Materials**

* Media kits and press releases
* Social media content and posts
* Email templates for participants and stakeholders
* Live updates (Twitter wall, event hashtags)
* Conference branding materials (logo, templates)

**6. Hospitality and Miscellaneous Items**

* Refreshments, catering, and water stations
* First aid kit and medical assistance arrangements
* Transportation schedules (shuttles for participants)
* Information desk with local guides/maps
* Security and safety materials
* Waste bins and eco-friendly supplies (for sustainability)