

## **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
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## **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)
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## **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
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#### **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)
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#### **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)
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## **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)