**Program Worksheet**

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| **Day 1** |  | **Presentation Title** | **Speaker Name, Company** |
| 8:00-8:30 | **Registration** |  |  |
| 8:30-9:00 | **Conference Opening Remarks** |  | District Rep /IAOM Int’l Officer/IAOM Office |
| 9:00-11:00 | **Technical Sessions** |  |  |
| 9:00-9:30 |  | 1. Proposed Title | Name, Company |
| 9:30-10:00 |  | 2. Proposed Title | Name, Company |
| 10:00-10:30 | **EXPO and Break** |  |  |
| 10:30-12:00 | **Technical Sessions** |  |  |
| 10:30-11:00 |  | 3. Proposed Title | Name, Company |
| 11:00-11:30 |  | 4. Proposed Title | Name, Company |
| 11:30-12:00 | **Expo Time** |  |  |
| 12:00-1:00 | **Lunch** |  |  |
| 1:00-5:00 | **Technical Sessions** |  |  |
| 1:00-1:30 |  | 5. Proposed Title | Name, Company |
| 1:30-2:00 |  | 6. Proposed Title | Name, Company |
| 2:00-2:30 |  | 7. Proposed Title | Name, Company |
| 2:30-3:00 | **EXPO and Break** |  |  |
| 3:00-3:30 |  | 8. Proposed Title | Name, Company |
| 3:30-4:00 |  | 9. Proposed Title | Name, Company |
| 4:00-4:30 | **District Meeting** |  |  |

* Consider combining two of the 30-minute sessions into a 1-hour panel discussion.
* Feel free to move breaks/lunches and expo time around to fit your needs.
* Consider limiting breaks to 15 minutes if you aren’t having an expo.
* You could take one hour of time and break it into 4, 15-minute What’s New presentations.
* Adjust start/end times based on your needs.