

CONDUCTING YOUR OWN CONFERENCE

Small Group Discussion Questions

1. What would be the purpose conducting your own conference?
2. What benefits can you think of that the conference would bring?
3. Who would the conference be for?
4. How would you go about finding a place to meet?
5. Why is it so important to carefully plan even the smallest details of the conference?
6. How will becoming acquainted with the building staff affect your conference?
7. If you were to lead a conference in two weeks time, what would be something you could do to make it extra special?
8. Where can you find lecture materials for the conference?
9. How can you know you have the right materials, considering the people who will be attending?
10. What kind of things can you do to keep your conference full of interesting variety?
11. How will a detailed time schedule help you in leading a conference?
12. What last-minute details can you think of, other than those listed in the lecture, that need to be taken care of?
13. If there are still issues you have questions about, please raise them now.