

# A Day in the Life of a Conference Organiser



**NAME:** Rachel Kinlay, Conference Organisers  
**EVENT:** BGCS 2009: Autumn Meeting of the British Gynaecological Cancer Society  
**DATE:** November 26th-27th 2009  
**LOCATION:** Dublin Castle  
**NO. OF DELEGATES:** 200

**6am** I enter Dublin Castle full of pleasant anticipation at the day ahead. I've had less than five hours' sleep but there's something exhilarating about the first day of a conference that vitalises you.

**7am** Make final touches to conference hall. Liaise with audio-visual crew, exhibitors, caterers, and check for hazards for insurance purposes.

**8am** Register delegates. Give advice, information and directions. Ensure speakers see audio-visual technician about their presentations.

**9am** Ensure meeting begins on schedule. Check temperature, sound and visuals are good everywhere in the hall with all the attendees seated. Co-ordinate roving microphones for Q&A.

**10am** One of our speakers is very busy and has not yet sent us her presentation or registered. She arrives and we get her organised. Another speaker is flying in and coming straight to the podium – literally! Constantly checking in with caterers regarding numbers and audio-visual crew regarding session content and sound.

**11am** Coffee break. Change name cards on top table. Liaise with chairperson for the following session. I smile at everyone and am never too busy to talk to anyone who needs me. Ensure meeting resumes punctually.

**12pm** Grab breakfast and check on the lunch set-up.

**1pm** Make sure everyone knows where they're sitting for lunch. Oversee service.

**2-6pm** Continually run around, oversee, advise, help and instruct throughout the afternoon.

**6pm** Run down Dame Street (in high-heels) to Trinity College. Meet and greet attendees at conference dinner.

**7pm** Liaise with security to ensure ease of access for the Minister giving the welcome speech.

**8pm** Dinner has begun. The fires are lit and the traditional Irish musicians are entertaining the attendees who are duly wowed! It's time to head home.

**9pm** Still at Trinity: the fan belt went on the car. Brrr!



Interactive exhibit at BGCS 2009

### Need help organising your conference?

Contact Conference Organisers on +353 (0) 1 285 9033, email [rachelkinlay@conferenceorganisers.ie](mailto:rachelkinlay@conferenceorganisers.ie) or visit [www.conferenceorganisers.ie](http://www.conferenceorganisers.ie).



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