



General Recommendations for Conference Breakout Sessions

Things to consider when doing breakouts:

- Breakouts may not be worthwhile for less than 100 meeting attendees
 - Things to Consider:
 - Breakouts double your AV cost
 - Increase set up fees
 - Additional charges for breakout space
 - Speaker experience
 - It takes speakers around 20 hours to create a good presentation. Talking to 20 people can be very difficult.
 - Price for speakers for breakouts

When setting up breakouts consider:

- Speaker experience
- Breakout space
- AV
 - Hybrid options
 - Do you have the right equipment to make a virtual event good enough for your members?
 - Do you have enough Chapter members to assist with the virtual tasks?