



Educational Conference Checklist Template: Curriculum, Speakers & Learning Outcomes Management

Curriculum & Content Development

Tasks related to defining sessions, workshops, and overall educational program.

Overall Conference Theme/Focus

Write something...

Number of Sessions Planned

Enter a number...

Session Format (Keynote, Workshop, Panel)

- ☐ Keynote
- ☐ Workshop
- ☐ Panel Discussion
- ☐ Breakout Session

Session Proposal Submission Deadline

Enter date...

Topics Covered (Select all that apply)