# AI SUMMIT FACILITATOR AGENDA
## STEAL WITH PRIDE CHECKLIST

Need an AI Summit facilitator agenda? Below you'll find a simple checklist with some of the choices you would need to make to steal with pride our best practice AI Summit Facilitator's Agenda. Of course, these are just suggestions. Ultimately your facilitator's agenda should be a reflection of the choices you've made during the define phase of your AI Summit process and your plans for your AI Summit event so please make any additional amendments needed.

- [ ] **COVER PAGE**

  Update the cover page with your AI Summit topic and Summit date(s).

- [ ] **ROOM SET-UP**

  Amend and add to this list of key steps regarding the room set up. We recommend working closely with the event organizers in advance to ensure these needs are met.

- [ ] **NIGHT BEFORE**

  Amend this page to meet your own preparation needs. We always aim to have the materials needed by participants (prior to their first break of the day) on their tables the night before. We choose not to put out all materials for the whole day at once as the clutter can become overwhelming and confusing.

- [ ] **TIMES**

  Update the agenda with the times you will be working to during your AI Summit. The timings in this example have been tried and tested. We suggest working closely to these for your first Summit and amending them where needed with experience. Running a one-day AI Summit requires diligence and often creativity with your timings. Striking the balance of enough time for activity work, presenting and instructions can take practice and on the day flexibility as you may need to adjust on the go to meet your audience's needs and cater for the size of your group.

- [ ] **INSTRUCTIONS**

  Update your agenda with the activities, key points and the number of their partnering slides for each of the time blocks. Update the personal reminders for tasks where needed. You will need to finalize the updates to your participant guide and slides before you can update your agenda.

## DELEGATING TASKS

Whilst your sample agenda has been written for one facilitator, we highly recommend ensuring you have assistance on the day. We have found it useful to run through the agenda with those who will be assisting you and agreeing on who will be responsible for different elements of the agenda. We suggest color-coding tasks to their owner.

## STEERING COMMITTEE

We suggest pre-planning the time and space first thing for your steering committee to meet to get them prepared, excited and confident for the day ahead. Your example agenda makes time one hour before the summit begins and thirty minutes before participants are expected to start arriving. Amend this where needed, however we suggest not reducing this time too significantly to allow for last minute needs that might cut into this time.

## WELCOME

We suggest working closely with your sponsor to ensure they stick closely to the time you have allocated for the welcome. From experience we have found that a delayed start and a longer introduction than anticipated can make it difficult to catch up during the day..

## SOUND SIGNAL

Choose a sound signal if you wish to use one on the day. This will be a sound effect you can play loudly to signal when people will need to bring their attention back to you. We often choose to use amusing sounds such as animal noises. Have fun with this and your audience will too.

## RECORDING

Throughout the agenda there are reminders to record artifacts and presentations where time arises. It is important to consider when designing your agenda and allocating your tasks what tools you will use. You may not find it possible to record presentations, keep track of time and play your signal sound all from the one phone on the day (if that is your chosen tool). Work through your agenda with your assistants to see who and how you will best manage this. We also suggest you consider how you might record images and videos in an order that makes it easier to decipher what belongs to which activity when it comes to reporting. It's not uncommon to find yourself with hundreds of images after your summit, so putting in steps to better organize these during the planning stage can be very helpful.