

Date	Start Time	End Time	Location	Description	Supplier	Crew	Equipment	Notes
Thursday, 8 February 2024	13:00	18:00	All Rooms	LONDON EVENT - Strike and Load-Out				
Friday, 9 February 2024				Flight to Atlanta				
Saturday, 10 February 2024				Time Zone Acclimatization and Flight Cancellation Contingency Day				
11th Feb - Day 0 - Setup Day								
	05:00	09:00	Ballroom Combined	Encore - Truss at working Height by 09:00	Encore		Confirm ENCORE	
Sunday, 11 February 2024	09:00	23:59	204	Production Office - Setup from 09:00	Broadsword		Trestle Tables - Order External Monitors Add 3 x 27" hdmi comuter screens if budget allows Colour Laser Printer	
	09:00	23:59	202	Equipment Storage - Available all day	Broadsword			
	09:00	16:00	Ballroom Combined	Setup - Main Conference	On Services			
	16:00	19:00	Ballroom Combined	Technical Run - Through and Testing	On Services			
	09:00	16:00	Salon East	Equipment Setup	On Services			
	16:00	19:00	Salon East	Technical Run-Through and Testing	On Services			
	09:00	23:59	204	Available for storage of empty cases, and breakout equipment that will be set up on Day 1 - TBC what will arrive on Day 0, and what we will bring on the morning of Day 1	On Services		Dead Cases and Equipment for Breakout Rooms	Was in 203
	09:00	16:00	203	Setup for Day 2	On Services	Breakout Crew	Screen Projector PA w/ 2 x lapel, 1 x HH wireless 1 x Laptop	Was in room 204 before.
Changed	09:00	16:00	205	Setup for Managers' Meeting - Day 1	On Services	Breakout Crew	60" - HDMI - Power	
Changed	09:00	16:00	206	Setup for Managers' Meeting - Day 1	On Services	Breakout Crew	60" - HDMI - Power	
	09:00	16:00	207	Setup for Day 2	On Services	Breakout Crew	70" - HDMI - Power	
	09:00	16:00	208	Setup for Managers' Meeting - Day 1	On Services		Screen Projector PA w/ 2 x lapel, 1 x HH wireless 1 x Laptop	
	09:00	16:00	209	Setup for Managers' Meeting - Day 1	On Services		Screen Projector PA w/ 2 x lapel, 1 x HH wireless 1 x Laptop	
	09:00	16:00	210	Setup for Day 2	On Services	Breakout Crew	Screen Projector PA w/ 2 x lapel, 1 x HH wireless 1 x Laptop	
	09:00	16:00	211	Setup for Day 2	On Services	Breakout Crew	Screen + SWITCHER Projector PA w/ 2 x lapel, 1 x HH wireless 2 x Laptop	
	09:00	16:00	212	Setup for Day 2	On Services	Breakout Crew	70" - HDMI - Power	
	09:00	16:00	213	Setup for Day 2	On Services	Breakout Crew	60" - HDMI - Power	
	09:00	16:00	214	Setup for Day 2	On Services	Breakout Crew	60" - HDMI - Power	
	09:00	16:00	215	Setup for Day 2	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	216	Setup for Day 2	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	217	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	218	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	219	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	220	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	221	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	222	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	223	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	224	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
	09:00	16:00	306 - NEW	Setup - Not Used till Day 3	On Services	Breakout Crew	55" - HDMI - Power	
12th Feb - Day 1 - Plenary + Dinner 1								
Monday, 12 February 2024	08:00	10:00	Salon East, 208, 209	Turn on Equipment - Rooms Ready			They will use Screen and one HH Mic	
	09:00	10:00	Salon East	Manager's Meeting - 75 ppl		1 General Tech		
	10:00	13:00	Salon East	Manager's Meeting - Groupo Splits into 3 meetings - 25ppl each approx			They will use Screen and one HH Mic	
Changed			205	Managers' Meeting - Group 3a	On Services	Breakout Crew	60" - HDMI - Power	
Changed			206	Managers' Meeting - Group 3b	On Services	Breakout Crew	60" - HDMI - Power	
	10:00	13:00	208	Managers' Meeting - Group 1	On Services		Screen Projector PA w/ 2 x lapel, 1 x HH wireless	They will use Screen and one HH Mic
	10:00	13:00	209	Managers' Meeting - Group 2	On Services		Screen Projector PA w/ 2 x lapel, 1 x HH wireless	
	10:00	23:59	Salon East	NO SESSIONS - NOT IN USE				
	10:00	13:00	Grand Ballroomn	Rehearsals and Tech Checks				
	14:30	17:30	Grand Ballroomn	Main Plenary				
	17:30	19:00	Grand Ballroom	Break - Prep for dinner portion				
	19:00	23:59	Grand Ballroomn	Informal Dinner				
	23:59	02:00	Grand Ballroomn	Split Ballroom into A+B and C+D sections (let's aim to set the technical up in a way so this takes 1 hour)				
13th Feb - Day 2 - Plenaries + Awards Dinner								
Wednesday, 14 February 2024	08:00	09:00	Ballroom A+B, Ballroom C+D, Salon, Rooms 204 - 216	All rooms powered up, tech checks, etc. - all crew on site				
	09:00	12:30	Grand Ballroom A+B	Plenary Sessions		A1 A2 Graphics/Video LX		
	09:00	12:30	Grand Ballroom C+D	Plenary Sessions				
	09:00	12:30	Salon East	Plenary Sessions				
	12:30	13:30	All Rooms	Lunch				

	13:30	17:30	All Rooms	Breakout Sessions - Ballroom A+B, Ballroom C+D, Salon, Breakouts				
	09:00	17:00	301	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	302	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	303	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	304	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	305	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	308	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	309	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	310	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	311	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	312	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	313	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	314	Setup for Day 3	On Services		55" - HDMI - Power	
	09:00	17:00	307	Setup for Day 3	On Services		55" - HDMI - Power	NEW - Changed from 315
	09:00	17:00	306	Setup for Day 3	On Services		55" - HDMI - Power	NEW - Added 3rd Feb 2024
	15:00	19:00	Grand Ballroom (centre section)	Set up for evening (band/DJ)				
	17:30	19:00	Grand Ballroom	Combine Grand Ballroom back into one room.				
	19:00	01:00	Grand Ballroomn	Formal Dinner and DJ				
	01:00	03:00	Grand Ballroomn	Split Room for next Day				
14th Feb - Day 3								
Wednesday, 14 February 2024	08:00	09:00	35 x Breakout Rooms 3 x Large Function Rooms	All rooms powered up, tech checks, etc. - all crew on site				
Wednesday, 14 February 2024	09:00	13:00	35 x Breakout Rooms 3 x Large Function Rooms	Breakout Sessions				
	13:00	18:00	35 x Breakout Rooms 3 x Large Function Rooms	Strike and Load-Out				
	13:00	15:00	304	Sessions Continue	On Services		55" - HDMI - Power	
	15:00	18:00	304	Strike and Load-Out	On Services		55" - HDMI - Power	