Meeting Organizer Handbook: Sample Schedule

Sample Schedule for DDA Meeting

Day	Time	Event	Cost
Wednesday	7-9pm	Registration and Reception	Cash bar ($50 for set up)
Thursday	8am	Registration	
	9am	Session 1	
	10:30am	Coffee break	$4/person
	11am	Session 2	
	12:30pm	lunch	$4/person
	1:30pm	Posters	
	2pm	Session 3/td>	
	3:30pm	Snack break	$4/person
	4pm	Invited Lecture	
	5pm	Posters	
	5:30pm	Committee Meeting	
Friday	8am	Session 4	
	9:30am	Coffee Break	$4/person
	10am	Invited Lecture	
	11am	Session 5	
	12:30pm	Lunch	$4/person
	1:30pm	Posters	
	2pm	Session 6	
	3:30pm	Snack break	$4/person
	4pm	Brouwer Lecture	
	5pm	Business Meeting	
	6pm	Cocktails	Cash bar ($50 for set up)
	7pm	Banquet	$30/person
	8pm	Banquet Talk	$100 honorarium
Saturday	9am	Session 7	
	10:30am	Coffee and Posters	$4/person
	11:30am	Session 8	

Source URL: https://dda.aas.org/meetings/handbook/sample-schedule