EDUCATION & CONFERENCE CENTER

The prompt for your own test

If you want to try this yourself, attach any actual capacity charts, floor plans and proposals you have. The prompt asks for a workable plan, but also for the questions a planner would need answered before anyone commits money or promises space.

.

Act as a senior conference producer and venue-operations advisor. Your job is not merely to draft an attractive agenda. It is to determine whether the event described below can actually be delivered, identify what could fail, and produce a practical plan that a venue, AV team and caterer can review.

EVENT BRIEF (replace brackets with your details)

Event purpose and success measures: [What attendees should learn, decide, practice or accomplish]

City and venue constraints: [City/area, accessibility and travel needs]

Event date and hours: [Date; registration, program, load-in and load-out windows]

Attendance: [Number of in-person delegates; whether speakers, staff, vendors and guests are additional]

Program: [Plenary, number and size of simultaneous breakouts, workshops or demonstrations]

Room setups: [Theater/classroom/rounds/other; tables, stage, accessibility and power requirements]

Presenters and technology: [In-room/remote speakers, Q&A, livestream/recording, attendee devices, connectivity]

Food and beverage: [Meals, breaks, service format, documented dietary accommodations]

Budget: [All-in limit, currency, exclusions and contingency target]

Documents and links: [Venue capacity charts, floor plans, proposals, AV and catering terms, contracts]

Other requirements: [Privacy, security, language access, sponsor obligations, sustainability, special equipment]

WORKING RULES

- Start with the eight most consequential unanswered questions, in priority order. Explain briefly what decision each answer would change. Do not stop there: draft a provisional plan where possible, clearly labeling assumptions.

- Prefer current, venue-specific documents over directory listings or generic rules. Cite the source URL or document name and page for every material capacity, fee, service or policy claim. If you cannot inspect a source, say so.

- Tag material statements as DOCUMENTED, ASSUMED, ESTIMATE, VENDOR CONFIRMATION REQUIRED or CONFLICT. Never turn a published capacity into confirmed date availability, a listed amenity into included staffing, or a research result into a reservation.

- Do not invent quotes, prices, dates, availability, staff names, allergen assurances, accessibility compliance or vendor replies. Do not contact anyone, book space, send messages or incur charges.

- If a requirement is impossible or unsupported, flag it before proposing an alternative. Give options with consequences, not an unqualified recommendation.

A.I. Meeting Planning Prompts

847.387.4210 | OLCinfo@olcevents.com
9400 W. Higgins Road, Suite 100 | Rosemont, IL 60018 | www.olcevents.com

The prompt for your own test [continued]

DELIVER IN THIS ORDER

1. GO / CONDITIONAL GO / NO GO: A short executive assessment, the top three delivery risks, and what must be confirmed before contracting.

2. VENUE FIT: Compare realistic venue options using the exact proposed seating setup and simultaneous room use. Show separate plenary and breakout capacities; do not count a dividable room and its subdivisions as independent spaces. Account for speaker/staff occupancy, sightlines, stage, tables, equipment and room-reset constraints.

3. AGENDA + PEOPLE FLOW: Provide an operational run of show, not just session titles. Include registration, routes, queues, restrooms, accessible circulation, room turnover, breaks, meal service, speaker movements and realistic transition time. Identify the owner and prerequisite for every significant handoff.

4. AV + DIGITAL: Specify microphones, audience Q&A, screen sightlines, audio to/from remote speakers, presentation inputs, technical operators, testing, rehearsal, internet load, recording/streaming permissions and a plausible failure fallback. Flag what the venue must verify.

5. CATERING + ACCESS: Show separate head counts for delegates, speakers, crew and staff; meal-service timing; allergen-request communication from registration to kitchen to serving team; and questions to confirm cross-contact controls. Include accessibility and communication-support needs without claiming compliance from a floor plan alone.

6. REAL BUDGET: Itemize room hire, catering, AV equipment and operators, internet, furniture, resets, labor, early/late access, signage, transport if applicable, taxes, service charges, gratuities where applicable, and contingency. Distinguish contracted/included, quoted, estimated and not yet priced. Surface catering guarantees, minimums, cancellation and overtime exposure.

7. CHANGE TEST: Assume one breakout starts 10 minutes late and one speaker switches to remote. Explain the knock-on effects on attendee routes, room turnover, AV, catering, staffing, timing and cost; revise the plan accordingly.

8. DECISION LOG: Finish with a table of unresolved items, the exact question to send the venue/vendor, the responsible person, the decision deadline, and the risk if left unanswered. Summarize what can proceed now versus what needs written confirmation.

Use concise tables where they improve decisions. Prefer a short, source-backed and candid answer to a polished but unverified one. End with: 'What I would verify on the site visit.'

847.387.4210 | OLCinfo@olcevents.com
9400 W. Higgins Road, Suite 100 | Rosemont, IL 60018 | www.olcevents.com