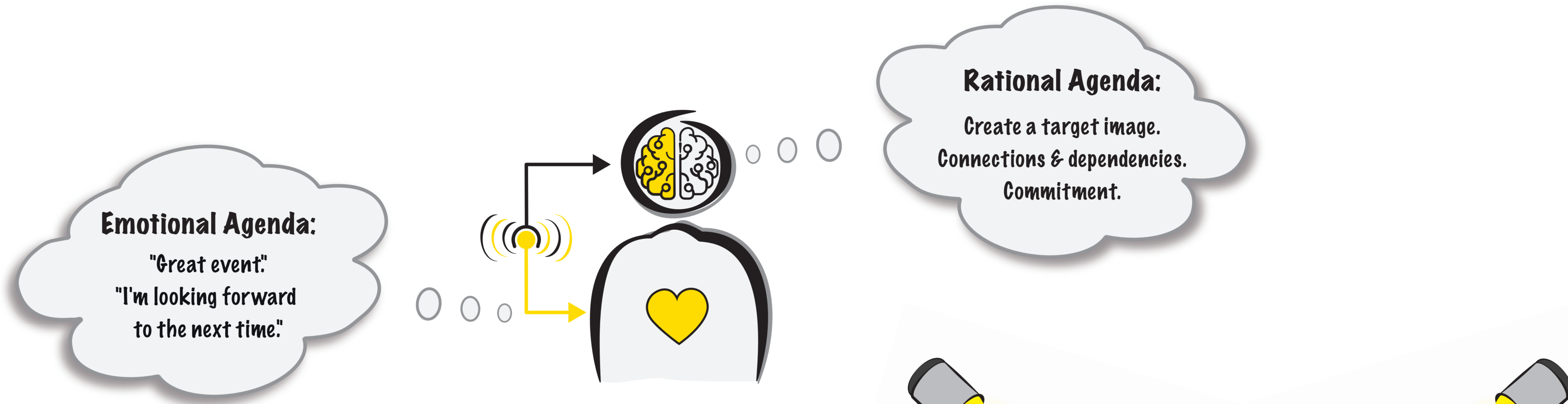


# EVENTMANAGEMENT BIGROOMMEETING

Your roadmap to successful stage planning.



- Check Stakeholder availability.
- Stage strategy.
- Space / Infrastructure.
- Awareness for preparation.
- Invite keynote speakers.

**- 4 Weeks**

- Super Retro for the last stage.
- Stage planning (POT design).
- Availability of participants.

**- 2 Weeks**

- Backlog epic.
- Breakdown per team.
- Experts check.
- Sprint 1 next stage (POT design).

**- 1 Week**

- Event tech & tools.
- Last check infrastructure.
- Last check content.
- Last check agenda.

**- 1 Day**

- BIGROOM MEETING**
- Demo of the last stage.
  - Plenum & breakouts in alternation.
  - Dependencies & risks.
  - Commitment stage planning.
- 

**Day**

- Summary for all involved.
- Sprint goals.
- Lessons learned.

**Day + 1**