**SocialMedia.org Unofficial Unconference Agenda Worksheet**

Thanks for your interest in hosting an Unofficial Unconference! We're grateful for your support of the community. Below are details for determining your agenda.

If you have any questions, please don’t hesitate to contact us at members@socialmedia.org or 512-651-4800. We’re happy to help.

**Recommended agendas:**

This is our recommended agenda, but you are welcome to add variations (for example, adding a tour, swapping out the Show & Tell talks for another round of unconferences, or starting and ending at different times).

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Morning Option*** | ***Afternoon Option*** | **Your Agenda** |
| Breakfast / Lunch | 8:30 – 9:00 | 12:30 – 1:00 |  |
| Welcome by Host | 9:00 – 9:20 | 1:00 – 1:20 |  |
| Welcome Remarks by VIP (optional) | 9:10 – 9:20 | 1:10 – 1:20 |  |
| Show & Tell Round 1 | 9:20 – 9:50 | 1:20 – 1:50 |  |
| Break | 9:50 – 10:00 | 1:50 – 2:00 |  |
| Show & Tell Round 2 | 10:00 – 10:30 | 2:00 – 2:30 |  |
| Break | 10:30 – 10:40 | 2:30 – 2:40 |  |
| Unconference Introduction | 10:40 – 10:50 | 2:40 – 2:50 |  |
| Unconference Round 1 | 10:50 – 11:20 | 2:50 – 3:20 |  |
| Break | 11:20 – 11:30 | 3:20 – 3:30 |  |
| Unconference Round 2 | 11:30 – 12:00 | 3:30 – 4:00 |  |

**Morning option:**

* 8:30 - 9:00 -- Breakfast
* 9:00 - 9:20 -- Welcome
* 9:20 - 9:50 -- Show & Tell Round 1
* 9:50 - 10:00 -- Break
* 10:00 - 10:30 -- Show & Tell Round 2
* 10:30 - 10:40 -- Break
* 10:40 - 10:50 -- Unconference Introduction
* 10:50 - 11:20 -- Unconference Round 1
* 11:20 - 11:30 -- Break
* 11:30 - 12:00 -- Unconference Round 2

**Afternoon option:**

* 12:30 - 1:00 -- Lunch
* 1:00 - 1:20 -- Welcome
* 1:20 - 1:50 -- Show & Tell Round 1
* 1:50 - 2:00 -- Break
* 2:00 - 2:30 -- Show & Tell Round 2
* 2:30 - 2:40 -- Break
* 2:40 - 2:50 -- Unconference

Introduction

* 2:50 - 3:20 -- Unconference Round 1
* 3:20 - 3:30 -- Break
* 3:30 - 4:00 -- Unconference Round 2