REST 2 RENT
EVENTLOCATION HAMBURG

CHECKLIST

CONFERENCE 2026

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Checklist: Planning a Conference & Workshop in Hamburg

For a productive day, a lot needs to be right beforehand — from the technology to break logistics. This checklist helps.

CONCEPT (EARLY)

- [ ] Clarify the goal and format (conference, workshop, seminar, training)
- [ ] Set participant numbers and the desired seating (theatre, workshop, U-shape)
- [ ] Secure date & venue — daylight, good links, parking
- [ ] Clarify the budget and conference package (what's included?)
- [ ] Need hybrid? Define streaming/camera requirements early

PREPARATION (4–6 WEEKS)

- [ ] Create the agenda with timing and breaks
- [ ] Define technology: screen, sound, microphone, Wi-Fi, enough sockets
- [ ] Plan catering (welcome coffee, breaks, lunch)
- [ ] Organise hosting, materials and working tools
- [ ] Plan space for group work and breaks

2 WEEKS BEFORE

- [ ] Finalise the participant list, prepare name badges
- [ ] Ask about special diets and allergies
- [ ] Communicate travel, parking and any accommodation
- [ ] Agree the schedule with the venue and caterer
- [ ] For hybrid: schedule a technology test run

ON THE DAY

- [ ] Technology check before participants arrive (picture, sound, internet)
- [ ] Organise reception and registration
- [ ] Keep an eye on break logistics
- [ ] Gather feedback (short survey or round)
- [ ] Smooth transition to an evening programme if needed

What few people think of

- Check the conference package carefully: are technology and break drinks included?
- Daylight holds attention — windowless rooms are tiring.
- Plan for enough power sockets for laptops and equipment.
- Always test hybrid in advance — sound is more often the problem than picture.
- Plan space for movement and group work, not just the plenary.

Planning a conference or workshop in Hamburg? We calculate a transparent conference package with no hidden items and set up the room for your format. Make a no-obligation enquiry:

rest2rent.de/anfrage