**SAMPLE TIMED AGENDAS**

One of the items that causes a program review to stall, is lack of a detailed timed agenda. You **MUST** include start and end times for all portions of your event, including registration, breaks, and the presentation. Please see several examples of acceptable submissions below.

**Important Notes:**

* CEU approval hours are based on the actual length of the presentation. This **does not include**, breaks, lunch, registration periods, networking, etc.
* For every **3 hours of class time** you must include at least one **15 minute break**

**Example - One Time Workshop for 1.5 CEU hours**:

Registration/Sign-in 8:45AM – 9:00AM

‘Session Title’ 9:00AM – 10:30AM

Q&A 10:30AM – 11:00AM

**Example – One Time Workshop for 3.0 CEU hours:**

Registration/Sign-in 4:30PM – 5:00PM

‘Session Title’ 5:00PM – 6:30PM

Break 6:30PM – 6:45PM

‘Session Resumes’ 6:45PM – 8:15PM

Q&A 8:15PM – 8:30PM

**Example – Multi Conference Workshop for 6.0 CEU hours:**

Registration/Sign-in 7:30AM – 8:00AM

‘Session 1’ 8:00AM – 9:00AM

‘Session 2’ 10:00AM – 11:00AM

‘Session 3’ 11:00AM – 12:00PM

Lunch 12:00PM – 1:00 PM

‘Session 4’ 1:00PM – 2:00PM

‘Session 5’ 2:00PM – 3:00PM

‘Session 6’ 3:00PM – 4:00PM

Networking 4:00PM – 5:00PM