The best mistakes are the ones you don’t have to make.

Event Agenda

**Instructions for Use - Delete before Printing**

Be sure to:

* Add required information where indicated in red.
* Add your logo and that of any event co-sponsors in place of the “Insert Partner Logo” circles. Right-click on one of the circles and select “Change Picture.” Then browse to the folder where you have your logo saved on your computer, select your logo, and click “Insert.” Repeat for any additional logos.  Delete any extra circles.

|  |  |  |  |
| --- | --- | --- | --- |
| Arrival | 9:00am | – | 9:30am |
| Introductions | 9:30am | – | 9:45am |
| General Discussion and Objectives | 9:45am | – | 10:15am |
| [Insert Solution Topic From Company A Here] | 10:15am | – | 10:45am |
| [Insert Solution Topic From Company B Here] | 10:45am | – | 11:15am |
| [Insert Solution Topic From Company C Here] | 11:15am | – | 11:45am |
| Wrap-up Discussion | 11:45am | – | 12:30pm |

Microsoft logo.JPG

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