**Conference Format**

This example outlines the schedule for a one day conference that includes options for scheduled speakers and/or panels or demonstrations, poster/exhibits session keynote address, refreshments and lunch, plus optional recreational event. A moderator is needed to stay on schedule and to field questions. This conference can also start in the afternoon followed by a voluntary evening recreation like night golf or with participants having the option to attend an athletic event.)

Time Activity

7:45-8:30 Registration

 Complimentary coffee and donuts

8:30-8:50 Introduction

8:50-9:40 Panel: OEMs and Dealers

• Emphasize showing the AFV options available

• How each AFV is a good economic choice – taxes, repair, range, etc.

• Describe built-in safety features

9:40-10:05 Local Dealership Technician Skill Demonstration or Video of Technician Skills with speaker narrating

• Demonstrate how to use a gas analyzer

• Explain emissions

10:05-10:20 Break

 Refreshments

10:20-10:35 Speaker: "I Love My AFV"

• Have a fleet manager or other user give a testimonial as a satisfied

AFV owner/user

10:35-11:00 Panel: Fuel Providers

• Show options available and local infrastructure that support the

AFVs, incentives, and pricing

11:00 Wrap-up/Evaluation

 (Please remember to have attendees fill out evaluation forms.)

11:30-12:30 Staffed Exhibits Open

• Ride and Drive

• Tour of local dealership and service facility

• Emissions Exhibit/Poster-Chart/Table for showing positive environmental impact of AFVs

• NAFTC table with NAFTC brochure and poster

• Display Odyssey’s national level sponsorship poster

12:30-1:45 Networking Lunch

1:45-2:00 Board Bus for Golf Challenge\*

2:00-? Golf Challenge

• Give AFV prizes for typical golf categories (Examples: Hole in one – year’s free lease on a Honda GX; Longest drive – Organization’s shirt, etc.)

\*Many golf courses give weekday discounts on 9 holes of golf. If you have a planning committee, Also, perhaps you could get this part of your event sponsored partially and charge golfers a small fee.