

# SAMPLE AGENDA FOR EFFICIENT MEETING ORGANIZATION

Time	Topic	Presenter
09:00 - 9:30	Registration and Networking	
09:30 - 10:00	Opening Remarks	CEO
10:00 - 11:00	Keynote Speech: Future of Technology	Guest Speaker
11:00 - 12:00	Panel Discussion: Digital Innovation	Experts Panel
12:00 - 13:30	Lunch Break	
13:30 - 14:30	Workshop: Data Analytics	John Doe
14:30 - 15:30	Workshop: Artificial Intelligence	Jane Smith
15:30 - 16:30	Case Study: Successful Tech Startups	Emily Brown
16:30 - 17:00	Coffee Break	
17:00 - 18:00	Fireside Chat: Entrepreneurship	Mark Johnson
18:00 - 19:00	Networking Session	

# Glada Org Meeting Format

**Sebastian Brünink**



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