
THE GLOBAL ELDER CONFERENCE

Becoming a Unified Force



Global Online Conference — 2027

Conference Assumptions

- 1,000 attendees worldwide
- 2-day event
- 12–20 speakers/panelists
- Breakout rooms
- Simultaneous recording
- Professional moderation
- Technical support team
- Marketing campaign
- Post-event recordings and resource library

Timeline

Planning & Production

9–12 months

Months 1–3

- Secure funding

- Form steering committee
- Recruit keynote speakers
- Build conference theme and agenda

Months 4–6

- Marketing launch
- Registration opens
- Sponsorship outreach
- Speaker coordination

Months 7–9

- Finalize programming
- Technical rehearsals
- Attendee engagement campaign

Conference Month

- Event execution
 - Follow-up communications
-

Staffing Requirements

Executive Producer (1)

Overall leadership and accountability.

Program Director (1)

Speakers, agenda, panels, breakout sessions.

Marketing Director (1)

Promotion, social media, email campaigns.

Operations Manager (1)

Registration, logistics, scheduling.

Technical Director (1)

Platform management and livestream oversight.

Event Moderators (4–6)

Session hosts and facilitators.

Technical Support Staff (4–6)

Real-time attendee assistance.

Volunteer Coordinator (1)

Manage volunteers and breakout leaders.

Administrative Support (2)

Scheduling, communications, and attendee questions.

Volunteer Team (15–30)

Breakout facilitation, chat moderation, and attendee support.

Core Paid Team: 12–15 people

Estimated Budget**Production Team**

- Producer
- Program Director
- Operations
- Marketing
- Technical Team

\$60,000–\$120,000

Uniting Elders for the good of the planet.