**[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Work+Event+Timetable-word-12156&lpa=Sample+Work+Event+Timetable+word+12156)Work Event Timetable Template Example**

| **Time** | **Activity** | **Location** | **Activity** | **Location** | **Activity** | **Location** |
| --- | --- | --- | --- | --- | --- | --- |
| 8:00 AM | Registration & Breakfast | Main Hall | Breakfast | Main Hall | Breakfast | Main Hall |
| 8:30 AM | Registration & Breakfast | Main Hall | Breakfast | Main Hall | Breakfast | Main Hall |
| 9:00 AM | Company Overview Presentation | Main Hall | Workshop: Agile Methodologies | Conference Room B | Icebreaker Activities | Conference Room A |
| 9:30 AM | Company Overview Presentation | Main Hall | Workshop: Agile Methodologies | Conference Room B | Team-Building Exercise | Conference Room A |
| 10:00 AM | Panel Discussion: Future of EV | Conference Room A | Workshop: Agile Methodologies | Conference Room B | Morning Hike | Outdoor Pavilion |
| 10:30 AM | Panel Discussion: Future of EV | Conference Room A | Workshop: Agile Methodologies | Conference Room B | Morning Hike |  |
| 11:00 AM | Lunch & Networking | Main Hall | Lunch & Networking | Main Hall | Morning Hike |  |
| 11:30 AM | Lunch & Networking | Main Hall | Lunch & Networking | Main Hall | Morning Hike |  |
| 12:00 PM | Workshop: Sustainable Practices | Conference Room A | Roundtable Discussion: Market Expansion | Conference Room B | Picnic Lunch | Outdoor Pavilion |
| 12:30 PM | Workshop: Sustainable Practices | Conference Room A | Roundtable Discussion: Market Expansion | Conference Room B | Picnic Lunch | Outdoor Pavilion |
| 1:00 PM | Workshop: Sustainable Practices | Conference Room A | Leadership Development Session |  | Eco-Friendly Initiatives Workshop | Outdoor Pavilion |
| 1:30 PM | Workshop: Sustainable Practices | Conference Room A | Leadership Development Session |  | Eco-Friendly Initiatives Workshop | Outdoor Pavilion |
| 2:00 PM | Break |  | Break |  | Break |  |
| 2:30 PM | Break |  | Break |  | Break |  |
| 3:00 PM | Strategy Planning Workshop | Conference Room B | Leadership Panel | Conference Room A | Relaxation Session | Conference Room A |
| 3:30 PM | Strategy Planning Workshop | Conference Room B | Leadership Panel | Conference Room A | Relaxation Session | Conference Room A |
| 4:00 PM | Industry Expert Panel | Conference Room A | Leadership Panel | Conference Room A | Outdoor Workshop: Innovation in Nature | Outdoor Pavilion |
| 4:30 PM | Industry Expert Panel | Conference Room A | Leadership Panel | Conference Room A | Outdoor Workshop: Innovation in Nature | Outdoor Pavilion |
| 5:00 PM | Networking Session | Main Hall | Team Collaboration Workshop | Conference Room A | Outdoor Workshop: Innovation in Nature | Outdoor Pavilion |
| 5:30 PM | Networking Session | Main Hall | Team Collaboration Workshop | Conference Room A | Outdoor Workshop: Innovation in Nature | Outdoor Pavilion |
| 6:00 PM | Dinner | Main Hall | Dinner | Main Hall | Dinner | Main Hall |
| 6:30 PM | Dinner | Main Hall | Dinner | Main Hall | Dinner | Main Hall |
| 7:00 PM | Evening Seminar: EV Innovations | Conference Room B | Evening Seminar: Global Expansion | Conference Room B | Bonfire Networking | Outdoor Pavilion |
| 7:30 PM | Evening Seminar: EV Innovations | Conference Room B | Evening Seminar: Global Expansion | Conference Room B | Bonfire Networking | Outdoor Pavilion |
| 8:00 PM | Evening Seminar: EV Innovations | Conference Room B | Evening Seminar: Global Expansion | Conference Room B | Bonfire Networking | Outdoor Pavilion |
| 8:30 PM | Strategy Wrap-Up Session | Main Hall | Evening Seminar: Global Expansion | Conference Room B | Bonfire Networking | Outdoor Pavilion |
| 9:00 PM | Break |  | Break |  | Event Concludes |  |
| 9:30 PM | Break |  | Break |  |  |  |
| 10:00 PM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |
| 10:30 PM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |
| 11:00 PM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |
| 11:30 PM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |
| 12:00 AM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |
| 12:30 AM | Late-Night Socializing | Outdoor Pavilion | Late-Night Socializing | Outdoor Pavilion |  |  |

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