

One-day executive summit

60–120 executives · 1 day · 4 content blocks

EVENT	DATE	VENUE	AGENDA OWNER
[Summit name]	[Month DD, YYYY]	[Venue, city]	[Name · email]

Replace anything in [brackets]. Timings follow the session-length benchmarks in our free guide: jshay.events/conference-agenda-templates-free

Summit day [Day, date]

Time	Session	Format	Room	Owner / speaker	Planner notes
8:30–9:15 AM	Arrival, breakfast & curated seating	Meal	Summit room	[Host]	Seat by peer group, not by company.
9:15–10:00 AM	Opening frame	General session	Summit room	[Host + one outside voice]	Set the one question the day is built around.
10:00–10:15 AM	Break	Break	Foyer	—	
10:15–11:15 AM	Peer roundtable 1	Roundtable	Roundtable rooms	[Facilitators]	Tables of 8–12 with a facilitator. Chatham House Rule.
11:15–11:30 AM	Break	Break	Foyer	—	
11:30 AM–12:10 PM	Fireside chat	Fireside	Summit room	[Interviewer + guest]	Interviewer plus one.
12:10–12:30 PM	Curated introductions	Networking	Foyer	[Host]	Pre-matched 1:1 intros on the walk to lunch.
12:30–2:00 PM	Working lunch	Meal	Dining room	[Host]	Assigned tables, one discussion prompt each.
2:00–2:15 PM	Break	Break	Foyer	—	
2:15–3:30 PM	Peer roundtable 2	Roundtable	Roundtable rooms	[Facilitators]	Reshuffle so no one repeats a table.
3:30–5:00 PM	Open time & 1:1 meetings	Networking	Lounge & pods	[Host]	Optional pre-booked 25-minute 1:1s.
6:00–9:00 PM	Dinner	Meal	[Restaurant]	[Host]	Offsite, one long table, no head of table.

Roundtable plan Two rounds, new seats for each

Table	Facilitator	Round 1 prompt · 10:15 AM	Round 2 prompt · 2:15 PM	Guests
Table 1	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 2	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 3	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 4	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 5	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 6	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 7	[Name]	[Prompt]	[Prompt]	[8–12 names]
Table 8	[Name]	[Prompt]	[Prompt]	[8–12 names]

Plan one table per 8–12 guests, and reshuffle for round 2 so no one repeats a table. Brief every facilitator on the Chatham House Rule before round 1.

TIMING RULES IN THIS AGENDA

- No more than four content blocks and 4.5 hours of session time. This agenda runs 3 hours 40 minutes.
- Chatham House Rule: attendees may use what they hear, but may not reveal who said it or who was in the room.
- Roundtables work at 8–12 people with a trained facilitator.
- Leave the late afternoon open. The 1:1s are often the reason executives came.

BEFORE YOU PUBLISH IT

- Live captions on every keynote and general session; interpreters if anyone requests them.
- A quiet room and a prayer room, with posted times.
- A private nursing room within a short walk of the main sessions.
- Meal times published early, with every dietary meal labeled.
- A break at least every 90 minutes, and more time between distant rooms.

Want someone to pressure-test the timing? That's our favorite kind of homework. [Talk to the J.Shay Events team.](#)