**[](https://www.smartsheet.com/try-it?trp=12013&utm_source=template-word&utm_medium=content&utm_campaign=Conference+Event+Proposal+Example+for+Microsoft+Word-word-12013&lpa=Conference+Event+Proposal+Example+for+Microsoft+Word+word+12013)Microsoft Word Conference Event   
Proposal Template Example**

PROPOSAL FOR

FUTURE OF FINTECH 20XX

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| **PREPARED BY** |  | **DATE** |
| Paul Finley | | MM/DD/YY |

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| EXECUTIVE SUMMARY Three squares, one filled with horizontal lines | "Future of FinTech 20XX" aims to be the premier global conference that explores the next wave of innovation in financial technology. This event seeks to bring together industry leaders, startups, investors, and regulators to discuss trends, challenges, and opportunities that are shaping the future of finance. |

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| conference overview Three squares, one filled with horizontal lines | Scheduled for October 20-22, 20XX, in New York City, this three-day conference will feature a mix of keynote presentations, panel discussions, interactive workshops, and networking events, all focused on advancing the FinTech industry. |

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| 1. objectives and goals   Three squares, one filled with horizontal lines | • To showcase the latest innovations and trends in FinTech.  • To facilitate networking and collaboration among FinTech professionals.  • To provide insights into regulatory challenges and opportunities. |

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| 1. target audience   Three squares, one filled with horizontal lines | Our target audience includes financial industry professionals, tech entrepreneurs, investors, policymakers, and academics interested in FinTech innovations and trends. |

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| 1. PROPOSED VENUE AND DATE   Three squares, one filled with horizontal lines | The New York Marriott Marquis, located in the heart of Times Square, offers an ideal setting for our conference, providing ample space for sessions, exhibitions, and networking. The proposed dates are October 20-22, 20XX, to coincide with New York FinTech Week. |

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| 1. CONFERENCE PROGRAM   Three squares, one filled with horizontal lines | Day 1: Keynote on "The Future of Money," followed by panels on blockchain technology and digital currencies.  Day 2: Workshops on AI in financial services, followed by a startup pitch competition.  Day 3: Panel discussions on regulatory landscapes, closing with a networking gala. |

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| 1. KEYNOTE SPEAKERS  AND PANELISTS   Three squares, one filled with horizontal lines | Lori Garcia: CEO of Crypto Innovate, speaking on the impact of blockchain.  John Smith: Renowned economist, discussing global trends in digital finance. |

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| 1. SPONSORSHIP OPPORTUNITIES   Three squares, one filled with horizontal lines | Platinum Package: This $50,000 sponsorship level includes main stage naming rights, an exhibition booth, and VIP meeting opportunities.  Gold Package: This $30,000 sponsorship level includes session sponsorship, a booth space, and a special mention during the opening. |

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| 1. marketing and promotion strategy   Three squares, one filled with horizontal lines | We have a comprehensive strategy that leverages social media, partnerships with major financial publications, email campaigns, and targeted outreach to financial institutions and tech companies. |

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| 1. budget overview   Three squares, one filled with horizontal lines | The estimated total cost is $300,000, with revenue streams from ticket sales, sponsorships, and exhibitor fees that are projected to reach $450,000. |

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| 1. LOGISTICS AND OPERATIONS PLAN   Three squares, one filled with horizontal lines | Provide details on registration processes, technology setup for virtual attendees, catering arrangements, and accommodations for speakers. |

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| 1. RISK MANAGEMENT PLAN   Three squares, one filled with horizontal lines | Provide your plans to address potential risks, including technology failures, health and safety protocols, and strategies for virtual integration in case of travel restrictions. |

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| 1. CONCLUSION   Three squares, one filled with horizontal lines | "Future of FinTech 20XX" will serve as a critical platform for understanding and shaping the future of finance. Your support in bringing this vision to life is invaluable. |

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| 1. APPENDICES   Three squares, one filled with horizontal lines | A: Floor plans for New York Marriott Marquis.  B: Detailed budget breakdown.  C: Speaker invitation letters. |

DOCUMENT SIGN-OFF

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