**Virtual Event Run of Show**

**Title/Topics/Focus/Audience**:

**Date & Time:**

**Event Webpage/Registration Link:**

**Staff Lead/Host:**

* Name (role during event - running tech, intros, etc.)

**Moderator (if applicable):**

* Moderator (Name & Zoom Link):

**Panelists/Presenters:**

* Presenter 1 (Name & Zoom Link):
* Presenter 2 (Name & Zoom Link) -

**Interactive Components (Chat, Q&A, Polls, Breakout Rooms, etc.):**

* Which of these will be used, how will they be used, and who will be running them?

**AGENDA/EVENT OUTLINE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Timing** | **Person** | **Description of Talking Points/Topic** | **Materials** |
| *Time Here* | *Lead Person Name Here* | *Activity Here* | *Resources, handouts, polls, engagement tools, etc. (Below are some sample suggestions)* |
| Login 15 min before starting  (15 minutes) | All | Make sure all are able to connect Check cameras and sound Go over any questions or changes to flow Confirm roles and that everyone is ready | Ppt slides ready as pdf |
| Start of Webinar  (2 minutes) | Host | Welcome and logistics (captioning, recording, which tools will be used during presentation) Introduce Moderator/Presenters | Poll #1  Host script |
| Intros  (2 minutes) | Moderator or Host | Welcome and presenter/panel intros | Name pronunciation notes |
| Content  (15 minutes) | Presenter Name | Topic/Main Point #1 | Add relevant resources in chat during this time |
| Content  (20 minutes) | Presenter Name | Topic/Main Point #2 | Add relevant resources in chat during this time |
| Content/Wrap-Up  (20 minutes) | Presenter Name | Reinforce Key Takeaways and Q&A | Add relevant resources in chat during this time; open Q/A box |
| Closing  (1 minute) | Host | Close – thank speakers and attendees  Please complete evaluation How to access recording and resources | Evaluation link |

**Instructions for Presenters**

* Change the content sections to fit your needs.
  + Change the amount of time in each section if you want to.
* Please add in your timing plans for what you will discuss and for how long, on the table above.
  + This helps the host follow along during the live event and be able to go back to places in the recording if needed.

**Reminders for Presenters**

* It is recommended, if possible, to have a direct connection to your internet vs. using a Wi-Fi connection.
* If you can use a headset or headphones, it provides better sound quality.
* Please make sure that any unnecessary applications are closed – the more windows you have open, the more bandwidth you will use.
* Try to not have your back to a window – the backlight will disrupt the image on your camera. We can provide virtual background options if needed.
* If you are using a phone vs a computer, please remember that the microphones will pick up noise around you so please try to limit any paper shuffling or noise in the background.

**Resources to Include in Chat**

* Link and resources or websites you would like host to share during your session.

**Tracking Questions**

* Use this section during the virtual event to track questions that come in the chat or Q&A area

**Attendance**

* Track attendance numbers here during the live, virtual event