**[EVENT SERIES]**

[EVENT NAME]

[Day]

[Time]

WebEx Events

**Background:**

Describe the nature and purpose of the event.

**Topic:**

Outline the topic of discussion.

**Key Participants:**

* **[Participant full name],** [job title], [organization]
* **John Doe,** Professor, Sociology, University of Waterloo

**Technical Suggestions:**

* If possible, hardwiring in your device is recommended
  + If relying on WIFI, please ensure no one else in your household is streaming or heavily using WIFI
* Ensure you are in a well lit and relatively quiet room
  + Please make sure you are not sitting in front of a window; all lighting needs to be behind your laptop/computer
* Please ensure your webcam is eye level, you can use textbooks or puzzle boxes to stack underneath your laptop to make it higher
* If you are using the speakers built into your personal computer, sit close enough that we will be able to pick up your audio
* Please turn off all notifications on your computer and cell phone
* The screen will automatically switch to you when you begin talking, but you will want to manage your video and mute button, to turn it on and off accordingly.
* When we get to question and answers section, the moderator will direct the question to a specific panelist that we do not have people talking over one another
* After the panelist has answered the question, the moderator will ask if anyone has anything to add, before moving to the next question. She will then pause, that will give the other two panelists an opportunity to begin to speak. If you do not want to add on, the moderator will pose the next question to another individual, moving through each panelist as best as possible.

**Speaker Run through Agenda:**

* Welcome and provide context for the event
* Speakers to introduce themselves and provide a background on their role day of & their area of expertise
* Review platform functionality: how we will communicate individually with the panel & the audience (i.e., the chat function), how to mute & turn off video, logging in issues, etc.
* Run through event; including on & off-screen cues, showing what will be on screen when (i.e., slides, videos), when to mute & unmute themselves
* Review Q&A structure; how questions will be received and asked live, walk through the functionality of the Q&A system, speak about how to have a natural panel discussion (i.e., specifically direct a question to the panelist, but then allow other panelists to build on answer)
* Greater discussion around the topic between the panelists & moderator, to gain a healthy understanding of how the discussion will proceed
* Reminder to all, at the end of the event to turn off mic and video, do not talk normally/congratulating themselves as the audience can hear
* Request additional contact information (i.e., cell phones numbers) for backup/emergency contact on day of event.

**Platform:**

* [Name of event platform]
* WebEx Events

**Event Support:**

* [Event support full name] | [Job title] | [Contact information]
* **Joe Doe** | Events Co-ordinator | Cell > 519-888-4567 | [sample@uwaterloo.ca](mailto:sample@uwaterloo.ca)

AGENDA

**06:30 p.m.** Key participants to log onto WebEx for final practice section that will be led by [full name]

**06:45 p.m.** Technical host [Event support full name] to screen share – first slide

[Event support full name] to post the following in chat

* + Thank you for joining us!
  + Have a technical question? Feel free to message the Host directly via chat.
  + Have a question for the speakers? Use the Q&A Panel and send questions to “All Panelists”.
  + The [event name] will begin at [time].

**06:55 p.m.** Technical Host to begin Recording

**07:00 p.m.** **PROGRAM BEGINS**

* [Event support full name] to prompt [Participant full name] to begin via chat function on WebEx
* [Participant full name] to turn on video and microphone
* Panelists and Moderator– have video turned off and be muted
* Host – remove first slide and end screen share

**7:00 p.m**. **[Participant full name]**, [Job title], [Organization] (estimated duration)

* + [proposed speaker notes]
* [Participant full name] to turn off mic and video
* [Participant full name] to turn on mic and video

**7:03 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

* + [proposed speaker notes]
* Host – to share 2nd slide (speaker photos)

**7:03 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

* + [proposed speaker notes]
* Host – remove 2nd slide and screen share

**7:08 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

* + [proposed speaker notes]
* [Participant full name] to turn on mic and video

**7:08 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

* + [proposed speaker notes]
* [Participant full name] to turn off mic and video

**7:51 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

Begins to incorporate live questions from the audience into the discussion using the Q&A function

**8:26 p.m. [Participant full name]**, [Job title], [Organization] (estimated duration)

* Ends the Q&A
  + - Thanks, panelists, for sharing their expertise with everyone
      * Panelists to turn off mic and video
    - Host – advances slideshow to 4th slide (teaser, if applicable)
    - Concludes [event]
      * [Participant full name] to turn off mic and video

**8:29 p.m.** **Event ends** – Recording ends