Sample Rundown - [insert title of Event]

(For a 30 minute presentation)

For distribution to all participants.

Format: live to a Zoom audience of approx 25-40 people who have pre-booked; recorded for later editing and upload to the HCNSW YouTube site

Duration: 30 mins total (presentation - 20 mins + Q&A)

Contacts

Session Facilitator: [insert name & mobile no]
XXXX: [insert name & mobile no] - will be the Host of the Session (eg Admin Staff)
XXXX - [insert name & mobile no] will be the co-host of the Session (eg Admin Staff)
Speaker 1 [insert name & mobile no]

Rundown

6.30pm: Technical checks & discussion with facilitator to iron out any questions for half an hour before going "Live".

7.00 - 7.20pm:

1. Opening Titles for the show (Powerpoint slide) (Duration - approx 1 min)

2. Opening welcome, episode set-up and introduction to the speaker - Facilitator in vision

3.   Speaker 1 commences their presentation (in vision) and shares their screen with any slides or video that they will be using, unsharing their screen when finished (this can be in segments, or all the way through) - (Note: it is essential that the presenter unshares at the end of their presentation!)

7.20 - 7.30pm:

4. Q&A from the audience - audience will be unmuted by Host & Co-host so that the audience can ask questions

5. Closing wrap-up statement from the session facilitator

6. Closing titles (Powerpoint)