[Event Title]

[Subtitle]

[Event Date]

[Event Time]

Online (Microsoft Teams Live Events)

# RUNNING ORDER

|  |  |  |  |
| --- | --- | --- | --- |
| TIME | ACTION | PLATFORM | Owner |
| 0830 | Guest Presenter, Chair and Producers to join the pre-live event for final briefing & testing.  **Guest Presenter:**   * <Name – Title>   **Chair:**   * <Name – Title>   **Producers:**   * <Name – Title>: Producer responsible for queueing Presenters and coordinating live feed content. * <Name – Title>: Back-up Producer and Moderator responsible for the chat function, publishing submitted questions and lining up questions from the audience Q&A for the Chair to pose to the Presenter. * <Name – Title>: Technical support * <Name – Title>: Event support   **Briefing to include:**   * Test of microphones and sound * Recap of timings * Recap of queues, signals and handover points * Recap of audience Q & A process * AOB | *MS Teams Live* | *All* |
| 0850 | **Holding slide in place for arriving guests** | *MS Teams Live* | *Producer* |
| 0900 | **All Presenters and Producers to be on mute, ready for live cue**  Producer to queue Chair and give a signal when the event goes live. | *MS Teams Live* | *ALL*  *Producer* |
| 0900 | **Event to go live** | *MS Teams Live* | *Producer* |
| 0900 | **Welcome and introduction** (TBC mins)  Chair will open the session and introduce the Presenter. | *MS Teams Live* | *Chair* |
| 0900 | **Presentation to commence** (TBC mins)  **<Event title>**  <Event Description> | *MS Teams Live* | *Presenter* |
| 0930 | **Audience Q & A** (TBC mins)  Chair will thank Presenter and will then take questions from the published tab in the Q & A panel, or from the pre-written questions list. | *MS Teams Live* | *Chair*  *Presenter* |
| 0955 | **Event Conclusion**  Chair to close the event with concluding comments, overview, viewpoint and thanks to both Presenter and attendees. | *MS Teams Live* | *Chair* |
| 1000 | **Event to end**  Producer to end the live event.  **All Presenters and Producers are to remain on mute for a further minute to avoid audio lag on the event recording.** | *MS Teams Live* | *Producer*  *ALL* |
| 1000 | **De-brief**  Presenters and Producers will be returned to the pre-live event for sign-off. | *MS Teams Live* | *ALL* |

## Microsoft Teams Live Events Details

**You will have received a calendar request with the link to join the live event as a Presenter or Producer. Please ensure you join the event via the Microsoft Teams Live Events application on a laptop or PC (not a phone or tablet device).**

Where you can, please prepare to enter the live event with a good internet connection (if you are at home, it might be useful to kindly ask family members to refrain from using the internet during the event). Further tips and guidance on Microsoft Teams Live Events functionality can be found [here](http://www.reading.ac.uk/internal/its/services/live-events.aspx).

Be reminded that during the event, there is a 30-second delay from the live display of Presenters on the screen to the attendees watching online. As Presenters, please continue speaking, commenting and/or discussing the topics as necessary - the Producers will help to assist with the technical functions in the background and will move the camera to each Presenter as required. Please do not wait to comment, simply continue speaking and you will appear ‘live’ on the screen as soon as possible.

## Event Connection Details

**Microsoft Teams Live Event Presenter and Producer access links are sent separately as a Teams calendar invite.** Please check you have received this and test that you can log in without issues. Should you have any problems accessing it, simply contact your Event Organiser & Producer (see below).

<Event registration link>

<Attendee access link>

## Pre-Submitted Questions For Q&A

<List>

## Further Event Information

<Presenter Bio>

<Website links etc>

## Contact Details

**Event Organiser & Producer:** Name & contact details

**Back up Producer/Moderator**: Name & contact details

**IT Support:** Name & contact details

**Event Chair:** Name & contact details

**Backup Event Chair:** Name & contact details

**Guest Presenter:** Name & contact details