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| Run of Show for Speakers |

**Event Title**

Date

Time

Venue

|  |  |
| --- | --- |
| **Event Team** | **Speakers** |
| Name, Designation, Contact Number | Name, Designation, Contact Number |
| Name, Designation, Contact Number | Name, Designation, Contact Number |
| Name, Designation, Contact Number | Name, Designation, Contact Number |

**Event Synopsis**

A high-level description of the event topics, focusing on the value that it will deliver to attendees.

**Milestone Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Milestone** | **Attendance** |
|  |  |  |  |
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**Event Details**

**Event Site:**

**Date:**

**Event start time:**

**Speaker link:**

**Resources:**

**Important notes:**

* Please log in 30 minutes before the event start time
* To avoid technical issues, please ensure you are at the same location, using the same internet connection and AV set up that you used during the rehearsal
* The event support team will be available should you face any technical issues, and will prepare you before going live.

If you have questions or connection issues prior and during the event, please contact [name] at [tel].

**Virtual Event Speaker Checklist**

**Before accessing the speaker link, please make sure you:**

* Restart your laptop right before the show. Close all other windows or apps that may be running in the background.
* Disconnect from VPN.
* If possible, connect to hardwired internet or ensure you are in an area with strong WIFI connection. It is recommended to have at least 20mbps. Check your connection speed at www.speedtest.net.

**Audio and mic**

* We recommend wearing an earpiece with mic for better audio. Connect this before launching the browser.
* Otherwise, please ensure you test your audio and microphone before the session.

**Environment**

* Locate yourself in a brightly lighted room. The light source should preferably be in front of (not behind) you. Avoid sitting where a window is behind you during the day.
* Choose a clean and uncluttered background that won’t distract the audience.
* Angle your webcam so it is at eye level — that way, you won’t be looking up or down.
* Make sure your session won’t be disturbed by anyone who might just walk into your room during your live streaming.

**Run of Show & Content**

**Format:**

**Flow or Script:**

The B2B Team will end the session. Please do stay on the line. Our cameras will close but we’ll be able to speak to each other on audio once the session has closed.

**That’s it! Now, relax and prepare to enjoy yourself!**