**Run of Show**

|  |  |
| --- | --- |
| Session Name |  |
| Speaker 1 Name/Email |  |
| Speaker 2 Name/Email |  |
| Speaker 3 Name/Email |  |
| Speaker 4 Name/Email |  |
| Speaker 5 Name/Email |  |

***\*Please list speakers above in the order they will be presenting, if applicable***

|  |  |  |  |
| --- | --- | --- | --- |
| **Highlight the Session Type:** | Single Speaker | 2+ Speakers Interactive Panel  Interactive panel means more than one person will be on the screen at a time and panelists can/will interact with each other | 2+ Speakers Non-interactive panel  Non-interactive panel means one presenter at a time and presentations will go one after the other. If applicable, presenter interaction will occur after presentations are completed. |
| **Will you have presentation slides? (Y/N)** |  | **Will polling occur during the presentations? (Y/N)** |  |
| **Will you show video or other multimedia content? (Y/N)** |  | **Will you have breakout sessions? (Y/N)** |  |

**Run of Show (Workshop Sample– update for your session)**

0 – 1 mins Welcome Slide (shown 5 minutes before session begins)

1 – 6 mins Presenter 1 – Introductions and Overview

7 – 15 mins Presenter 2

Poll on slide 15 – hold for 15 seconds (one question) – poll responses displayed

16 – 20 mins Presenter 1 & 2 on screen for discussion

21 – 26 mins Presenter 3

Video clip – 1 minute

27 – 37 mins Breakout rooms – randomly assign 5-8 people per group

38 – 45 mins Presenters 1 – 3 on screen for Q&A

45 mins Presentation ends

46 – 60 mins Presenters 1-3 on screen for Informal Q&A, Networking, Discussion

**Run of show highlight index:**

* Yellow represents when more than one speaker should be on screen
* Blue represents poll
* Green represents Breakout
* Pink represents Video

**Run of Show (Speed Session Sample– update for your session)**

**\*All presenters for your individual speed session will be highlighted during your 15 minute time slot**

0 – 1 mins Welcome Slide (shown 5 minutes before session begins)

1 – 6 mins Presenter 1

Poll– hold on slide 3 for 15 seconds (one question) – poll responses displayed

7 – 11 mins Presenter 2

11 – 14 mins Presenters 3

15 mins Next Presentation Begins

**Run of show notes:**

* Approach your run of show as a TV show. Detail out each major action so that you are prepared and the technician knows what to do.
* Complete a full rehearsal with your speaker(s) to ensure the run of show is accurate. Make any necessary updates.
* Return the Run of Show to [**Conference@gu.org**](mailto:Conference@gu.org) **by June 11th** or bring it with you to your session and share with the technician.