Special Session Run Of Show

***Directions****:*

Please complete this form and delete these directions before submitting to the CERF Conference team. This document should be named with this convention: "CERF\_RunOfShow\_SessionID#" and sent with the same subject line (“CERF\_RunOfShow\_SessionID#”) to the following emails: [info@cerf.science](mailto:info@cerf.science) and [spcchairs@cerf.science](mailto:spcchairs@cerf.science).

**Due Date: October 22, 2021**

This template should be considered as a type of “script” or process agenda to help guide your special session in a virtual venue. Please complete the general session information below and then select your preferred Run of Show table template to provide details (choose only one table/template). The table should provide a full breakdown of the seminar/conversation flow and content. Consider this an internal run-of-show that is useful for technical support from the CERF Office as well as your coordination with your co-conveners and presenters. You can include plans for virtual icebreakers, discussion prompts, or intended chat links to publications or other resources. Please note times are in Eastern Time. Some example content is provided. You should reach out to your presenters after completing the run of show to give them a heads up on the format, and in particular the plan for the 30-min discussion session.

**Special Session #: Title**

**Date and Time:**

**Discussion Themes/Topic:** *You can copy and paste your special session description here if you would like*

**Readings and Resources (*optional -* these can be dropped in the chat during the session):**

* Resource 1 (include link)
* Resource 2 (include link)

**Length**: 90 minutes

**Special Session Conveners:**

**Day-of Roles:**

* Facilitator: *This individual (a convenor) is the master of ceremony who says things out loud during the session, including any needed verbal prompts. You can have more than one MC.*
* Presenters: *These are the folks giving talks (recorded)*
* Stage crew (SC):
  + Recording: *CERF Staff pauses and starts recordings*
  + Breakout rooms: *CERF Staff runs this - please list here the Number of estimated breakouts (can be zero), or rules of thumb (e.g. 5-7 randomly assigned participants per room; 1 room per presenter, whatever makes sense if you are using breakouts)*
  + Screen share: *Here you should list those who will be sharing their screen*
  + Time keeper: *Conveners*
  + Moderate chat: *Conveners - please also indicate here if you would like chat enabled in breakout rooms (if they are being used, as in Option 3).*
  + *Additional Notes:*

## Template Option 1:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time (EDT)** | **Speaker/ Facilitator** | **Content** | **Stage Crew Notes** |
| X:XX |  | The first 1-2 minutes are an introduction and opportunity to pull attendees into the “virtual” room | Here is where you can list links to collaborative tools (polls mentimeter or Jamboards).  You should also put in notes to the stage crew |
| X:XX |  | Anchor 1 | Prompt SC to start Anchor 1 recording  Prompt Anchor to turn on camera |
| X:XX |  | Optional time for Q&A | Prompt SC to pause recording |
| X:XX |  | Recorded Summary Talks | Prompts SC to start Summary Talks |
| X:XX |  | Discussion / Q&A Period |  |
| X:XX |  | End |  |

## Template Option 2:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time (EDT)** | **Speaker/ Facilitator** | **Content** | **Stage Crew Notes** |
| X:XX |  | The first 1-2 minutes are an introduction and opportunity to pull attendees into the “virtual” room | Here is where you can list links to collaborative tools (polls mentimeter or Jamboards).  You should also put in notes to the stage crew |
| X:XX |  | Anchor 1 | Prompt SC to start Anchor 1 recording  Prompt Anchor to turn on camera |
| X:XX |  | Optional time for Q&A | Prompt SC to pause recording |
| X:XX |  | Anchor 2 | Prompts SC to start Anchor 2 recording  Prompt Anchor to turn on camera |
| X:XX |  | Optional time for Q&A | Prompt SC to pause recording |
| X:XX |  | Recorded Summary Talks | Prompt SC to start Summary Talk Recordings  Prompt speakers to turn on their video |
| X:XX |  | Discussion / Q&A Period |  |
| X:XX |  | End |  |

# Template Option 3:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time (EDT)** | **Speaker/ Facilitator** | **Content** | **Stage Crew Notes** |
| X:XX |  | The first 1-2 minutes are an introduction and opportunity to pull attendees into the “virtual” room | Poll or Mentimeter Link or Plan:.  You should also put in notes to the stage crew |
| X:XX |  | Anchor 1 | Prompt SC to start Anchor 1 recording  Prompt Anchor to turn on camera |
| X:XX |  | Optional time for Q&A | Prompt SC to pause recording |
| X:XX |  | Anchor 2 | Prompts SC to start Anchor 2 recording  Prompt Anchor to turn on camera |
| X:XX |  | Optional time for Q&A | Prompt SC to pause recording |
| X:XX |  | Recorded Summary Talks | Prompt SC to start Summary Talk Recordings  Prompt speakers to turn on their video |
| X:XX |  | 3 minute Synthesis by Co-Chairs |  |
| X:XX |  | Introduction to Breakout Rooms with Prompts - 2 minutes |  |
| X:XX |  | Breakout Rooms (15 minutes) (6 participants/room)  Room 1 Moderator:  Room 2 Moderator:  Room 3 Moderator:  Room 4 Moderator: | Jamboard links: |
| X:XX |  | Report outs in Main Room using Slido (8 minutes) | Slido Link here: |
| X:XX |  | Synthesis and ending by co-chairs (2 minutes) |  |