**TITLE, Group DATE, 2020**

**Module: Introduction & Welcome: DAY ONE**

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| **Time & Time Zones** | **Slides or****Handouts** | **Facilitator (Host & co-host)** | **Producer – make HOST**  **(& Co-Hosts)** | **TOOLS**  **& what to share in chat** |
| **1 hour before start time** | Slides | **Set-up, share PPT, confirm mic/video etc.** | **P = Producer Tasks**    Start Recording just before we begin  Make co-hosts/host roles for those involved |  |
|  |  |  | **Let in Panelists – to test mic & camera** |  |
|  | Slide 1 | **START**  **Navigation Slide** | **Co-Host (CH),** continue to let in participants from the waiting room.  **Producer** (P) Explains navigation. | Waiting Room  Mic/Video  Participants  Chat |
|  | Slide # | Introductions | **P** camera on for intro and then off  P – continue to let people in and monitor chat & Time keeper |  |
|  | Slide # | **Workshop begins** |  | Add links to chat, when it’s time….  Link in Chat (with **http://**) |
|  |  | **Details of workshop activities** |  | Polls…..  Annotation  Breakout Groups  ETC |
|  | Slides # | Bio Break |  |  |
|  | Slide # |  | **Producer** mark line at bottom of Chat, so easy for participants to see when new Chat Starts | \*\*\*\*or  Line Breaks in Chat |
|  | Slides # |  |  |  |
|  | Slide # | **Final Q/A** |  |  |
|  | Slide | **Closing** |  |  |
|  |  | After Event Wrap-up |  | Save Chat  File Share |
|  |  | **End of Program** |  |  |
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