**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 beginMake 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 RoomMic/VideoParticipantsChat |
|   | Slide # |  Introductions |  **P** camera on for intro and then offP – 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…..AnnotationBreakout GroupsETC |
|   | Slides # | Bio Break |   |   |
|   | Slide # |   | **Producer** mark line at bottom of Chat, so easy for participants to see when new Chat Starts | \*\*\*\*orLine Breaks in Chat |
|   | Slides # |  |   |   |
|   | Slide # |  **Final Q/A** |  |  |
|   | Slide  |  **Closing** |   |  |
|   |  |  After Event Wrap-up |   | Save ChatFile Share |
|   |  | **End of Program**  |  |   |
|  |  |  |  |  |