**Template Event Run Sheet**

**UCL Fireside Chat/’In conversation with...’**

**Date, time**

**Title:**Fireside chat or**‘**In Conversation with...’   
**Purpose:** Events that aim to support lifelong learning and employability aspirations of fellow alumni.   
**Audience:**All alumni (current students should be considered)   
**Format:** A 60–90-minute event that could be a virtual or in-person session. These talks showcase the career journey and expertise of an individual, in conversation with a host. Whilst the host should be a UCL alumnus, the guest speaker could be outside of the UCL community but someone of considerable interest.    
**Online platform:** You should use the UCL alumni volunteers Zoom account for online events. For further information and to book, contact the [Alumni Relations Team.](mailto:mailto@alumni@ucl.ac.uk) ****

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| **Time** | **Activity** | **Owner** |
| 20 min before start | **Alumni volunteer organisers/hosts/speakers join event** (waiting room open for any early participants)   * Tech check- sound and audio * Host to nominate co-hosts and enable functionality for name changing for attendees * Final run through of event timings * Any final questions | *Insert lead name here* |
| 5 min before start | **Add welcome message to the waiting room.**  E.g. ‘Thank you for attending this event, we will admit you shortly’. |  |
| 00:00  Event starts | **All attendees let in from the waiting room, mute all microphones.**   * Welcome and introduce event whilst latecomer attendees join in. * Ask all attendees to change their profile name to the name they registered with using three dots on their video. * Ice-breaker: ask attendees to please share their first name, location, graduation year in the chat box. * Write instructions in the chat as well as giving verbally. * Mark off participants on registration list provided by UCL. |  |
| 00:05 | **Host runs through brief agenda.**   * Explains how the event will work. * Introduces event Chair (if different person from the host) and special guest speaker. |  |
| 00:10 | **Special guest speaker introduces self.** |  |
| 00:15 | **‘In conversation with…’**   * Host/Chair puts (pre-agreed) questions to special guest in a conversational, fireside chat manner. |  |
| 00:35 | **Audience Q&A**  Audience members pose questions to special guest by:   * Raising virtual hand and verbally asking * Writing in chat * Using the Q&A function (Zoom Webinar only)   The Q&A session should be managed and facilitated by the host/Chair. |  |
| 00:55 | **Host thanks special guest and audience.**   * If event has been recorded, give details of when/how it will be shared. * Request audience feedback by sharing UCL Alumni Relations form. * Encourage audience to make the most of resources and connections on UCL Bentham Connect: [uclbenthamconnect.com/](https://uclbenthamconnect.com/) |  |
| 01:00 | **Close** |  |