**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. ****

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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.
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| 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.
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| 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.
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| 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/)
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| 01:00 | **Close** |  |