

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](#).

Time	Activity	Owner
20 min before start	<p>Alumni volunteer organisers/hosts/speakers join event (waiting room open for any early participants)</p> <ul style="list-style-type: none"> • 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 	<i>Insert lead name here</i>
5 min before start	<p>Add welcome message to the waiting room.</p> <p>E.g. 'Thank you for attending this event, we will admit you shortly'.</p>	
00:00 Event starts	<p>All attendees let in from the waiting room, mute all microphones.</p> <ul style="list-style-type: none"> • 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. • Icebreaker: ask attendees to please share their first name, location, and 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	<p>Host runs through brief agenda.</p> <ul style="list-style-type: none"> • 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	<p>'In conversation with...'</p> <ul style="list-style-type: none"> • Host/Chair puts (pre-agreed) questions to special guest in a conversational, fireside chat manner. 	
00:35	<p>Audience Q&A</p> <p>Audience members pose questions to special guest by:</p> <ul style="list-style-type: none"> • Raising virtual hand and verbally asking • Writing in chat • Using the Q&A function (Zoom Webinar only) <p>The Q&A session should be managed and facilitated by the host/Chair.</p>	
00:55	<p>Host thanks special guest and audience.</p> <ul style="list-style-type: none"> • If event has been recorded, give details of when/how it will be shared. • Request audience feedback by sharing UCL Alumni Relations form. 	
01:00	Close	