**Template Event Run Sheet**

**UCL Panel Talk**

**Date, time**

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**LONDON’S GLOBAL UNIVERSITY**

**Title:**Panel Talk   
**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 session that could be a virtual or in-person event comprising of 3-4 panellists and a chair to facilitate discussion. Interesting and topical subjects should be considered to entice fellow alumni to sign up.   
**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 using three dots on their video. * 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. Introduces panellists and Chair.** |  |
| 00:10 | **Host puts pre-agreed questions to panellists.**   * Ensure you put questions to each panellist. * Encourage the panellists to interact with each other’s answers. |  |
| 00:40 | **Audience Q&A**  Audience members pose questions to panel 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 panellists 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: <https://uclbenthamconnect.com/> |  |
| 01:00 | **Close** |  |