



Template Event Run Sheet

UCL Panel Talk

Date, time

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](#).

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. 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 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.	

	<ul style="list-style-type: none"> • Ensure you put questions to each panellist. • Encourage the panellists to interact with each other's answers. 	
00:40	<p>Audience Q&A</p> <p>Audience members pose questions to panel 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 panellists 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. <p>Encourage audience to make the most of resources and connections on UCL Bentham Connect: https://uclbenthamconnect.com/</p>	
01:00	<p>Close</p>	