Template Event Run Sheet
UCL Speed Networking
Date, time

Title: Speed Networking
Purpose: These events can support community building or be focused on employability and lifelong learning.
Audience: All alumni (current students should be considered) maximum size of 150.
Format: Usually a 60-minute session, this virtual or in-person event can also be shortened to 30 minutes and added onto a panel talk or fireside chat. Speed networking can be formal or informal in approach depending on the purpose. We recommend that attendees are split into small groups (no more than 10) and rotate at least once during the event.
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
10 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.**	
00:10	**If applicable – guest speaker speech**	

00:20	**Host explains speed networking.**	
	• Introduce how speed networking will work and instructions that attendees need to follow (e.g. accepting/clicking link to the room and then following it back again) + what happens if they get lost or lose connectivity, or get the same person twice! – this should not happen as Zoom will randomly put them in the rooms. • Also write instructions in the chat	
00:25	**Breakout room 1** Speed networking first groupings (4 people per group x 15mins) Icebreakers: • Share your name, UCL degree/graduating year and where in the world you are joining from • <mark>If you could only eat one food for the rest of your life, what would it be?</mark> Event support leads to open breakout rooms and to broadcast in chat function 1 minute before they are going to be moved	
00:40	**Breakout room 2** Back to the main room – they need to come back before they can be re-assigned to a new breakout room. Speed networking second groupings (4 people per group x 10mins) Icebreakers: • Share your name, UCL degree/graduating year and where in the world you are joining from • <mark>If you could travel anywhere in the world right now, where would you go and why?</mark> Event support leads to move participants to next breakout rooms and to broadcast in chat function 1 minute before they are going to be moved	
00:55	**Host thanks 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**	