|  |  |
| --- | --- |
| Insert event name | |
| Website Link: |  |
| Group: |  |
| Event Date: |  |
| Event Time: | xx AEST/AEDT |
| Rehearsal Date: |  |
| Rehearsal Time: | xx AEST/AEDT |
| Event type: | Webinar or hybrid |
| Location: | Online or office location |
| Webex panellist link:  (Presenters & MC) |  |
| Webex panellist password:  (Presenters and MC) |  |

| Name | Role | | Phone | Email |
| --- | --- | --- | --- | --- |
|  | Event Lead | |  |  |
|  | | Committee Event Liaison |  |  |
|  | | MC |  |  |
|  | | Presenter 1 |  |  |

\*This draft running order is prepared for presenters who will be sharing their screen from their laptops/PCs.

Note that you have the ability to mute your camera and microphone, however the host can switch off these as well if you have any issues. Note that if there are quality issues, host will turn camera’s off in order to lower band-width requirements.

* 1. Runsheet – Pre-Start

| Runsheet | Duration | Details | Responsible | Sound Status | Camera status |
| --- | --- | --- | --- | --- | --- |
| 5.30 pm | 30 mins | Host to load Housekeeping in Live mode – share file  Host to move into Practice mode | Event Planner  Event Planner | Unmute  Unmute | On/Off  On/Off |
| 5.30 pm | 5-10 mins | All presenters and MC to log on.  Note, the session will be in practice mode on arrival – you can speak, and participants will not be able to see or hear you. | Presenter/s | Unmute | On |
|  |  | Make presenter the panellist. | Event Planner |  |  |
|  |  | Presenters to share PowerPoint application not their screen in practice mode. Ensure file is in slide show view – F5 | Presenter/s |  |  |
| 5.30 pm | 15-20 mins | Test sound quality and simulate moving through the runsheet.  Ensure all non-speakers camera’s mics are off during practice to ensure sound quality. | Event Planner  MC  Presenter/s | Unmute | On |
| 5:59 am |  | Ensure presenter capability is with Host  Remove housekeeping file | Event Planner | Mute | Off |
| 5:59 am | 1 min | Transition from practice mode into live mode, with all cameras and audio muted. | Event Planner | Mute | Off |

* 1. Runsheet – Start

| Runsheet | Duration | Details | Responsible | Sound Status | Camera status |
| --- | --- | --- | --- | --- | --- |
| 6:00 pm | 2 mins | MC to turn on camera and mic and make announcement.  *Thank you for joining. This webinar will commence in 2 mins.* | MC | Unmute | On |
|  |  | MC to turn off camera and mic*.* | MC | Mute | Off |
| 6:02 pm | 1 mins | MC to turn camera on and unmute and make the following announcement. | MC | Unmute | On |
|  |  | Host to:  1. Transfer presenter capability to Presenter  2. Press Record | Event Planner | Mute | Off |
|  |  | Presenter to **Share application** (PPT slide) or upload file depending on preference.  Presenter to move through:-  1. Intro PP slide (Title of webinar)  2. Acknowledgement of Country  3. Title slide  4. Speaker slide  5. Presenters slide deck | Presenter | Mute | Off |
| 6:03 pm | 1 mins | **DO NOT COMMENCE SPEAKING UNTIL PRESENTER HAS LOADED PRESENTATION AND RECORD BUTTON IS ON.**  You will see a pop up that says this event is now being recorded. | MC | Unmute | On |
|  |  | *Welcome today’s webinar on* ***<Insert event name>***  *My name is* ***<insert MC name>*** *and I am the* ***<position>*** *of the* ***<Committee>*** *and your MC for this event.* | Slide 1  MC to speak | Unmute | On |
|  |  | *Before we commence the presentation, Engineers Australia would like to acknowledge the traditional custodians of the country throughout Australia and recognises their continuing connection to land, waters and community.*  *We pay our respects to them and their cultures; and to elders past and present and emerging.* | Presenter to move to Slide 2  MC to speak | Unmute | On |
|  |  | *Today we will hear about* ***<insert two sentence overview>***  *• We will be muting all participants except for the presenters, MC and host;*  *• Questions should be lodged using the Q & A facility and we will try to answer as many as we can at the end of the presentation.* | Presenter to move to Slide 3  MC to speak |  |  |
|  |  | MC to introduce presenter  *Our presenter today is* ***<insert presenter name> <insert two sentence bio>***  *It is with pleasure I hand over to* ***<insert name>*** | Presenter to move to Slide 4  MC to speak |  |  |
|  |  | MC to turn off camera and mute | MC | Mute | Off |
| 6:04 pm |  | Monitor Q&A for technical questions and respond | Event Planner | Mute | Off |
| 6:05 pm | 40 mins | Presenter to move through applicable slides.  Finish on Finish on Q & A slide | Presenter | Unmute | On |
| 6.45 pm | 18 mins | MC to switch on camera and mic.  MC to thank presenters and facilitate Q&A for presenters (verbally).  *Thank you <insert presenter name> for that great technical presentation. We will now proceed to take questions from the audience. Please continue to submit your questions via the Q&A facility, and I will read them out for the presenters to answer.*  MC Read out questions. | MC & Presenters  Presenter to move to Q&A slide | Unmute | On |
| 6:58 pm | 2 mins | MC to close the event.  *I’m afraid that’s all we have time for today, thank you all so much for your participation in the Q&A session.*  *Thank you again to <insert presenter name>. We hope to see you at the next event.*  *In person only*  *For those here with us in person it would b great if you could scan the QR code and provide feedback on tonight’s event so we can continually improve and meet the needs of our members.* | MC  Presenter to move to Thank You slide | Unmute | On |
| 7:00 pm |  | Host to move presenter capability to self.  After a few seconds, end the recording and move back into practice mode for debrief.  Post event:  Download Q & A report  Download Attendance report  Download recording | Event Planner | Mute | Mute |

**Virtual Presentation Guidelines for MC & Presenter/s**

At Engineers Australia, the majority of our members and supporters depend on a wide variety of meetings, technical sessions, conferences and networking events in order to maintain their industry knowledge and CPD, engage with industry and enhance their personal and professional networks.

We are pleased to provide an online platform to deliver these events to a large virtual audience.

This guide will provide a toolkit to assist you in preparing and delivering your presentation successfully to our online audiences. A checklist is also included to assist with your preparation.

**Overview of the Virtual Event:** Your virtual presentation ‘room’ will usually be accompanied by a host responsible for ensuring that the session is productive and functioning properly. Your host will be responsible for initial introduction, assisting with the technology setup, time management and other interactive functions with the audience or panel such as Q&A.

Your host will also be responsible for ensuring that chairing protocols are followed in regard to controlling the purpose of the meeting and the length of time allowed for any commentary. Engineers Australia reserves the right to mute or eject an audience participant if they do not adhere to these protocols.

**Technical issues:** Please be aware that since all participants are located remotely, any technical difficulties will not have any official technical support at the source of the problem and therefore will be handled as best as possible by all parties in the given situation. We ask that you be prepared in the worst-case scenarios to adjust your presentation unexpectedly and/or close the session if technical difficulties cannot be fixed while live.

**Understand the technology being used:** All video conferencing software has the same basic features:

* buttons to enable / disable microphone and camera
* screen / file-sharing option to let others see what’s on your computer – be aware that screenshots can be taken. It is better to share a file than your screen as when you share your screen they can see everything as you see it.
* chat function to type messages to other users
* other interactive components such as Q&A. note that only audience participants can post questions in Q&A, and the audience cannot see the questions unless they are answered in writing. In this webinar, panelists will verbally ask questions for the presenter to answer verbally.

Ensure that you have the latest software updates installed on the device you will be using and have tested how it works prior to presenting. You may also want to have printed copies of your notes and slides in case of technical failures.

**Distributing materials:** If you are sharing documents on screen, consider if you want to have your presentation slides and supporting documents distributed post-event if you wish. If for security reasons you’re unable to share certain parts of your presentation, please advise us to discuss options.

When sharing your screen, be aware of what can be seen by the audience – including computer icons/shortcuts, bookmarks, open web browser tabs, etc. this is why we recommend sharing the application itself. Close or hide anything you don’t want visible, and switch off anything which may cause notifications, reminders or popups on your screen.

**Dress Code:** All events hosted by Engineers Australia will require a dress code which meets a minimum standard of smart casual through to professional business attire depending on the type of event/presentation.

**Wear** **solid coloured clothing with no patterns**. There often is a slight time lag or screen factors that patterned clothing will highlight, and is distracting to the viewer.

**Presentation location & backdrop:** When selecting your location in which to present please be mindful of the backdrop and the contents of the room which can be seen on camera. A neutral backdrop with good lighting and very minimal visual distractions is best.

* Position your device so that the camera is at your eye level – try not to look downwards.
* Don’t sit with camera pointing towards a window behind you – your audience will only see glare and silhouette.

Ensure you have proper lighting facing you.

* Close doors and windows to block out external noises and distractions (including pets or family members).
* Ensure you do not have anything visible which could cause conflict or embarrassment or reveal any personal confidential information.

**Timekeeping:** Please ensure you have a clock or timer visible throughout your presentation. If a presentation exceeds its allotted time the host/Chair MUST exercise his or her authority to invite the presenter to bring their presentation quickly to an end. The same applies if audience commentary exceeds a reasonable time period.

**Good etiquette to engage with the audience**

* Ensure the camera is an ideal distance from you so that your upper body can be seen with plenty of space around your head – don’t zoom in close to your face.
* Be aware of your body language and facial expressions:
  + Sit upright and lean slightly forward in your chair so that you appear engaged and confident.
  + If you use a lot of hand gestures, be sure they are fully visible on camera.
  + Don’t cover your mouth or face with your hands.
  + Be aware of subconscious habits like adjusting your hair, scratching your nose or clicking a pen.   
    People tend to fidget with their hands when anxious so if you are experiencing this try sitting on your hands or just rest them on the table in front of you.
* Make eye contact with the camera so that you are seen to be looking directly at the audience. Try not to focus on something that only you can see out of the camera view. If you need to keep the self-preview window open to check what you look like occasionally, do so but be sure to keep it quick.
* Do not use your computer to type or browse whilst speaking unless it forms part of your presentation.
* During Q&A:
  + If you are using visual audience interaction, be sure to ask the audience to raise their hand and wait to be called upon before speaking.
  + If you are using text interaction on screen, be sure to repeat the question being addressed to camera as many attendees won’t have read the question and don’t know what you are responding to.

|  |  |
| --- | --- |
| **CHECKLIST FOR MC / PRESENTERS** | |
|  | Complete the speaker authorisation form so that your presentation files can be distributed. |
|  | Ensure you have a strong internet connection. Do not use a mobile phone hotspot. |
|  | Install / update the software being used on your device |
|  | Test the software thoroughly with actual test meetings to troubleshoot any problems. |
|  | Print copies of your notes/slides as backup in case of technical difficulties. |
|  | Ensure your device is connected to a power outlet. |
|  | Log in early (30 mins) and test your software and connections with the host/organisers. |
|  | Clock or timer visible to monitor time management. |
|  | Close doors and windows to block out noise. |
|  | Check your device screen for icons, shortcuts, browser tabs etc that you do not want visible to the audience. |
|  | Check your location backdrop is neutral and free of distracting visuals for example avoid posters, personal or household items, messiness and glare from windows or lights. |
|  | Include your contact details and social media links on a slide at the end of your presentation. |