 

**RUNNING SHEET**

# **EAQ HUBS:** list locations

**DATE: Insert date here**  
**TIME:** Insert time here

**CONTACT:** main contact with mobile number

|  |  |  |
| --- | --- | --- |
| **TIME** | **ACTION / TASK** | **PERSON RESPONSIBLE** |
| **PRELIMINARIES** |  |  |
| 9.00am – 9.20am  (OR EARLIER) | Convene and test all zoom connections, prepare room, check catering equipment etc Guest Speakers – call/connect to confirm all are zoom-ready etc or meet with guest speakers on site– go through running sheet/housekeeping etc. |  |
| 9.30am | * Welcome Hub EAQ attendees (Tea/Coffee - on arrival) * Housekeeping * Introductions |  |
| 9.45am | Connect all areas (allow time for tweaking) |  |
|  | **HUB DISCUSSION** |  |
| 10.00am – 10.20am | WELCOME  ACKNOWLEDGEMENT TO COUNTRY  INTRODUCTORY – ALL AREAS |  |
| 10.20am-10.45am  (20 mins) + 5 mins Qs) | GUEST SPEAKER 1:  Topic: | *(recorded)* |
| **5 mins** | **BREAK** |  |
| 11:00am-11.30am  (25mins + 5 mins Qs) | GUEST SPEAKER 2:  Topic: | *(recorded)* |
| 11.30am-11.35am | State project updates |  |
| 11.35am-11.55am  (25 mins) | NDCO WORKSHOP:  Objective:  Discussion topics:   * Establish and instruct working group * 15 mins to brainstorm * 10 mins to share |  |
| 11.55am | Wrap up and acknowledgements / thank you  Next event date/topic |  |
| **12.00pm-12.30pm** | **NETWORKING LUNCH** | **ALL** |

ndcoqld.org/education-alliance-queensland