 

**RUNNING SHEET**

# **EAQ WEBINAR**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **WHO** | **TIME** | **ACTION / TASK** | **PERSON RESPONSIBLE** |
| **PRELIMINARIES** | 11.30 am | Convene and test all zoom connections |  |
|  | 11.45am | Guest Speakers – connect to review running sheet and housekeeping etc. |  |
|  | 11.55am | Open webinar to allow people to access. Have a welcome slide on screen so attendees know they are in the right place. Continue to admit people to the webinar on request. |  |
| **WEBINAR** |  |  |  |
| **INTRODUCTION AND WELCOME** | 12.00pm | Welcome and Overview  Acknowledgement to Country  Introduction of Guest Presenters |  |
| **INTRODUCTION OF PRESENTERS** | 12.10pm-1.00pm | Presentation from each guest presenter  Speaker 1: 12.10pm-12.35pm  Speaker 2: 12.35pm-1.00pm |  |
| **Q&A** | 1.00pm-1.20pm | Questions for panel  \* Have some questions prepared to start the process if required |  |
| **WEBINAR SUMMARY** | 1.20pm-1.25pm | Summary |  |
| **ACKNOWLEDGEMENTS** | 1.25pm-1.30pm | Wrap up and acknowledgements / thank you  Promotion of next event |  |