<**Title of Event>**

**<Date of Event>**

**Time of Event**

**Run of Show:**

* Enter in person location and if it is a Zoom meeting or webinar.
* Example Hybrid event via Zoom Meeting and limited capacity in-person in the Nawapon/Ishkodewan and Perth Student Commons

Zoom Meeting ID:

Zoom Meeting Password:

* Dry Run <Enter Date> – A dry run is a practice session that includes everyone involved in the event including ITS. This gives you the opportunity to review everyone’s roles and responsibilities during the event. As well make sure sound, slides, and videos being shared are functioning properly.

**Host:** - Enter Host Name and Location. If your host is in person add necessary equipment

Example- mic and teleprompter

**Guest(s):**

Enter Guests Name and Location. If your host is in person add necessary equipment

Example- mic and teleprompter

<ENTER TIME> (30 minutes before event start) Event Team signs on – Use this time to review the agenda and assigned roles.  Test, power point presentations, and videos that will be presented during the online event.  This should occur 30 minutes prior to event start

<ENTER TIME> (15 minutes before event start)-

* Panelists sign on – Use this time to sound check all panelists/hosts that will be speaking in the meeting.  Review the agenda and roles
* Guests arrive in person

<ENTER TIME> - (5 minutes before event)

* All guests are seated
* Host and guests ready with mics

<ENTER TIME> – (1 minute before event)

* Press record
* Shares hold screen, if required
* Plays music, if required
* All event support turn off cameras if not presenting

<ENTER TIME> –

* Turn on closed captioning
* Start webinar/ meeting

<ENTER TIME> – Webinar/ Meeting Begins

* Stop sharing music and hold screen once participants have entered the webinar/meeting
* Event Support - Spotlight Host
* Host - Welcome + Housekeeping items
* Chat Moderator - Welcome and Housekeeping items

<ENTER TIME> Host Introduce Speaker(s)

* Event Support - Spotlight Speaker
* Chat Moderator – Welcome Speaker

<ENTER TIME> – Speaker(s) Presentation

* + Chat Moderator – Share social media handles of Speaker

<ENTER TIME> –

* Host   – Thanks speaker (s) and opens the floor for Q+A and moderates questions
* Event support– Spotlights Host
* Chat moderator – Encourage Q&A in the chat

<ENTER TIME>

* Host - Take last question and wrap up Q&A

<ENTER TIME>

* Host to thank speaker(s)

<ENTER TIME>– Closing

* Host - Closing remarks
* Chat Moderator – Closing

<ENTER TIME>

* Event Support - End webinar

**EXAMPLE SCRIPT FOR AN AC ENGAGE HYBRID EVENT**

**Run of Show:**

AC Engage Fireside Chat with Vice President, Truth, Reconciliation & Indigenization, Ron (Deganadus) McLester on AC’s Heritage Perth Campus

* March 15, 1pm-1:45pm, Hybrid event via Zoom Meeting and limited capacity in-person in the Nawapon/Ishkodewan and Perth Student Commons

Zoom Meeting ID:

* March 14, 3:30pm-4pm, dry-run at Perth and Ottawa

**Host:** - Ron (Deganadus) McLester from Perth Student Commons- mic and teleprompter

**Guest(s):**

Jeff Turner will introduce Ron from the Ishkodewan- mic and teleprompter

**Agenda:**

12:30pm:

* Events team and ITS sign on
* Make ITS host
* turn on CC- ITS
* Spotlight and wheel- Lauren (will be in the Nawapon)
* Chat- Sam (will be in the Nawapon)
* In-person leads
	+ Elicia in Ottawa
	+ Jo and Susan in Perth

12:45pm

* Guests arrive in Perth and Ottawa- Joanne and Elicia
* Ron and Jeff arrive in-person for sound check- Susan and Lauren

12:55pm: Ready to go

* Guests seated
* Jeff and Ron ready with mics

12:59: Start Meeting

* Press record- ITS
* Start Meeting- ITS
* Hold screen up- ITS
* Music playing- ITS

1pm: Intro video

* Play March 15 intro video- ITS

1pm: Jeff welcomes guests and explains Ishkodewan

* Spotlight Jeff- Lauren
* Camera on Jeff- ITS

**Jeff**

Good afternoon, everyone and welcome AC Engage Fireside Chat with Vice President, Truth, Reconciliation & Indigenization, Ron (Deganadus) McLester. We are excited to be gathered here today in the Ishkodewan with some Ottawa campus community and we have Ron joining from the Perth campus Student Commons with Perth AC community. And of course, welcome everyone who is joining vis Zoom. Grateful to all be coming together today to reconnect. As guests, Algonquin College is proud to acknowledge that today’s event is taking place on the traditional unceded unsurrendered territory of the Anishinaabe Algonquin people.

Before I pass it over to Ron from Perth, I’d like to take a minute to talk about the space we are standing in, the Ishkodewan…

*Jeff talks about Ishkodewan*

Now let’s go to Perth for a fireside chat about Indigenous teachings and the role of traditional Indigenous Knowledge at Algonquin College with our Vice President of Truth, Reconciliation & Indigenization, Ron (Deganadus) McLester.

1:05pm: Ron in Perth

* Spotlight Ron- Lauren
* Camera on Ron- ITS

**Ron**

Thank you, Jeff, and welcome everyone. As the ‘Big Sleep’ begins the annual thaw, let’s welcome spring with our continued dedication to embedding traditional ways of knowing into the fabric of our organization. Today, from our Perth campus, I share with you the story of maple syrup.

*Ron tells story. Engages with in-person and virtual audiences.*

1:35pm- Ron- closing and giveaway

**Ron**

I want to thank everyone for joining today, both in-person and online. Crew can we get a shot of the audience in Ottawa and here in Perth?

*ITS shows audiences holding maple syrup*

We are grateful today for many reasons, for gathering with one another, for sharing our stories, and for connecting with our AC community.

We wanted to share this gratitude by supporting Kitigan Zibi Anishinabeg, home of the proud members of the Algonquin First Nation. Kitigan Zibi Anishinabeg's community owned business Awazibi Pure Maple Syrup is produced every year on their 90-hectare facility. I’d like to share some photos to show this process.

*Share maple syrup PPT- ITS*

Everyone who was able to come in-person today is receiving a bottle of maple syrup from Awazibi.

And of course, for those joining online as well, we have our AC Engage giveaway for a $100 gift card for a local company that supports indigenous artists, Beaded Dreams. They are located in the Ottawa area, and you can shop online for our Perth and Pembroke residents.

Let’s spin the wheel to see who the winner is.

*Wheel spins- Lauren*

Congrats [say winners name]!

*Ron gives closing remarks.*

1:45pm- Meeting ends- ITS

**Chat Content:**

Welcome (Event):

Hello Algonquin College Community, welcome to AC Engage Fireside Chat with Vice President, Truth, Reconciliation & Indigenization, Ron (Deganadus) McLester. We welcome you to use the chat tab throughout today’s event, to connect with your College Community.

Closed Captioning:

Today’s event is equipped with closed captioning. To turn on closed captioning, please follow these instructions:

Along the bottom of the screen, you will find a button entitled “Closed Caption.” Please press on this button, to have closed captioning appear along the screen.

Thank you, enjoy today’s event!

Chat (not Q&A):

Hello, thank you for your question! Please kindly retype your question in the Q&A tab for our panelists. Thank you.

Raised Hand (not using):

Hello, thank you for raising your virtual hand to ask a question. We are not using this feature for today’s event. Please kindly type your question in the Q&A tab (located along your bottom toolbar) for our panelists. Thank you!

Q&A Start:

Hello, we have now reached the Q&A period of our event. We welcome you to type your questions in the Q&A now (located along your bottom toolbar). Thank you!

Q&A Still Time:

Hello, there is still time to ask your questions to our panelists. We welcome you to type your questions in the Q&A now (located along your bottom toolbar). Thank you!

Recording FYI:

This event is being recorded. The recording will be available in the <Enter website> in the coming-days:

Event Conclusion:

Thank you for taking part in AC Engage. Check out our next AC Engage event coming up on March 25th with our Keynote Speaker Dr. Jody Carrington. To register click here: <https://algonquincollege.force.com/myAC/EC_CommunityEventDetail?id=a3h3b000001tKrHAAU&name=AC%20Engage%20Keynote%20Address%20with%20Dr.%20Carrington%20-%20Hosted%20by%20President%20Brul%C3%A9>