

## Session Details

Item	Time	Run Time	Session Title	Speaker
1	1:00 PM	0:00:05	Welcome Session	Keynote Name
	1:05 PM	0:20:00	Welcome Session	
	1:25 PM	0:00:10	Welcome Session	
2	1:35 PM	0:00:30	Session 1	Panel
	2:05 PM	0:05:00	Session 1	Panel
	2:10 PM	0:10:00	Session 1	Panel
	1:25 PM	0:01:00	Session 1	
3	Add your text	Add your text	Add your text	Add your text

# Content

Content	Overlays/Captions	Screen Layout
1_WiDSOpeningVideo.mov WiDS Stream 1	Keynote Name_overlay1	Single
2_HoldingsSlide1.png  WiDS Stream 2  Poll Q&A	Speaker Name 1_overlay Speaker Name 2_overlay Modertor Name3_overlay	Title   Title
3_HoldingsSlide2.png  Any resources to be added to the live production	Add your text	Add your text

# Visuals

Action	Screen Display	Audio
Play Keynote Video	Video	Video
Welcome remarks from the Keynote	Keynote Name	Keynote Name
Coming Up Next - Holding Slide 1	Holding Slide	Music
Panel Intro and discussion	Panel	Panel
Poll	Poll	Panel
Panel Q&A & Wrap Up	Panel	Panel
Coming Up Next - Holding Slide 2	Holding Slide	Music
Add your text	What will be displayed on the video output/screen	Add your text

# Notes

## General

## Cues

## Production

Mention Housekeeping rules

Verbal cues such as speaker intros

Non verbal cues such as answered poll

Provide moderator for next session with a 5 min cue

Moderator leads the discussion

Moderator leads Q&A

Provide speaker for next session with a 5 min cue

Other notes

Other notes for the production team specifically