

SIM

5:25 PM **[AV: Background music with SLIDE – “Welcome. The event will begin**



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Remarks continue:

[AV: SLIDE 2 – Housekeeping]

If you are having technical difficulties or need assistance at any time during this



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[AV: Turn speaker camera on, spotlight and unmute. Have speaker and Tamara on screen side by side for introduction.]

Speaker#2 remarks.

[AV: Turn off Tamara's camera and mute. Speaker #2 is spotlighted on screen.]

5:40 pm Speaker#2, remarks

Thank you, Tamara. And thank you everyone for joining us this evening.

[AV: Share screen, SLIDE 4 – Speaker's presentation.]

[AV: Advance presentation slides per Speaker #2 verbal cues.]

[Speaker #2 delivers presentation]

[AV: Speaker#1 camera on and unmute]

[AV: Stop share screen. Turn off Speaker#2 camera and mute.]

5:45 pm Speaker #1, introduce guest speakers

Thank you, Speaker #2.

Now, please join me in welcoming XXX



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[AV: Turn Speaker #3 and Speaker #4 cameras on, spotlight and unmute. Have Speaker #3, Speaker #4, and Speaker #1



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6:06 pm **TAMARA VROOMAN**, leads Q&A

[Tamara to facilitate Q&A using Q&A box]

Thank you, Speaker #1. And thank you to Speaker #2, Speaker #3 and Speaker #3.

We now have some time for some questions from our audience

[Staff#3: Cue 3 min, 2 min, 1 min in chat to Tamara]

[AV: When Tamara wraps up questions, Speaker #1 camera on, spotlight and unmute]

[AV: Turn off all other panelists' cameras and mute]

6:28 pm **SPEAKER #1**, closing remarks

[AV: Background music on, with SLIDE – “Thank You”]

[AV: All cameras off and mute]

[Staff#2: Save chat]

6:30 pm Event is finished

