

Event Name: Generic Hybrid Event
Date and Time: Jan 2, 2022 , 7pm-10pm
Location: Event Oval, Diana Center, lower level

Host: Liz Milbank

Presentations: Millie McIntosh, Iphigene Sulzberger

Keynote/VIP: Diana Vagelos

Operational staff: Fred Barnard, Helen Altschul, AV Services

Videography: IMATS

ASL Interpreter: Ellen Futter

Captions done automatically by Verbit.io (requested in advance through CARDS)

Event summary: A lecture for a hybrid in-person and remote audience, livestreamed over Zoom.

Tech Rehearsal (a week before the event, so that changes can be made if needed)

- IMATS, AV Services, Liz, Fred, and Helen meet at the Oval
- AV Services and IMATS walk the event team through the technical side of things.
- Liz, AV Services discuss any final changes or requests, review Zoom settings to make sure everyone can login to Zoom without any issues. Also making sure to check the recording settings are as desired and whether it's saving to the computer or to the cloud.

Run of Show

- 5:00pm: Set up
 - Liz, Fred, and Helen arrive at the Diana Oval to meet AV Services.
 - AV Services sets up the room and confirms run of show and tech needs with Liz.
 - IMATS sets up their camera
 - AV and IMATS check that all equipment is working, that the camera feed and audio feed are working.
 - Helen sets up her laptop so she can manage the Zoom and share media for the remote audience.
 - Presenters begin to show up
- 6:45pm: Doors
 - AV plays music from a Spotify playlist chosen by Fred and turns on the projector to display a holding slide
 - Helen shares the holding slide on the webinar.
- 7:00pm: Event begins
 - AV stops walk-in music
 - Ellen takes her position at prepares to interpret for the duration of the event.
 - Liz introduces the event at the podium, 10 min
 - Liz introduces Millie
- 7:15pm: Millie presents
 - Millie takes the podium and uses a clicker provided by AV Services to advance the slide as she speaks, 30min
- 7:45pm: Iphigene presents

- Liz takes the podium and introduces Iphigene.
 - Iphigene takes the podium and presents her work, 30mins
- 8:15pm: Keynote
 - AV Services moves the podium back into place and changes the lighting back to Presentation mode.
 - Liz takes the podium and introduces Diana
 - Diana gives keynote speech, 30mins
- 8:45pm: Panel
 - Fred and Helen moves chairs into place for panel discussion, AV Services hands out mics to panelists.
 - Millie, Iphigene, Diana, and Liz take their seats and have a panel discussion, 30 mins.
- 9:30pm: Q&A
 - AV Services hands handheld mic to Fred.
 - Liz opens up the floor for Q&A. Fred runs the mic across the room to audience members with questions while Helen selects questions from Zoom to read aloud, 20mins.
- 9:50pm: Sign Off
 - Liz et al thank the audience and leave the stage
 - AV Services brings up the walk-in playlist and returns the lights to full as audience files out of the room
- 10:00pm: Clean up
 - Performers collect their gear and leave
 - Liz sends directions for post-event drinks to speakers.
 - Fred and Helen help clean up event materials before facilities comes in to sweep and take out trash.
 - AV Services collects microphones and breaks down the room.