# Online event run sheet template

**Event title:**

**Date:** **Time:**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Event session | On screen/audience actions required | Slide no. |
|  | **Pre-event** | Slide only on screen  Ensure all participants are muted/videos off. |  |
|  | **Introductions and Acknowledgement of Country** | [Insert presenters name] on screen |  |
|  | **Presentation 1**  [Insert title and name of presenter] | [Insert presenters name] on screen |  |
|  | **Presentation 2 [add/delete rows as needed]**  [Insert title and name of presenter] | [Insert presenters name] on screen |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Q&A Session**  **Co-facilitators:** [Insert names]  **Moderator:** [Insert name] | All panel members on screen – [insert names]  Allow participants to raise hand and unmute as required. |  |
|  | **Final comments and wrap-up** | [Insert presenters name] on screen |  |
|  | **Close** | [Insert presenters name] on screen |  |

This template, from the Collaboration for Enhanced Research Impact (CERI) User Guide, is one of many available from [The Australian Prevention Partnership Centre website](https://preventioncentre.org.au/work/collaboration-for-enhanced-research-impact-ceri/ceri-user-guide/).