



Time	Description	Location	Contact
Monday, Dec 28, 2020			
12:00 pm 2 hours	Full Tech Run-Through Conduct full tech run-through of event with production team. Go through all prompts as you would the day of the event.		
Thursday, Dec 31, 2020			
10:00 am 2 hours	Final tech run-through on event platform		
11:45 am	Event Staff in-place		
11:45 am	First Speaker Tech Run-Through All speakers to sign onto platform 15m in advance for quick tech-check		
11:45 am	Virtual Help Desk "Live" Assign staff member to answer attendee questions throughout event.		
12:00 pm 10 minutes	Emcee welcomes crowd		
12:10 pm 50 minutes	First Group of Presentations		
01:00 pm 2 minutes	Emcee announces break		
01:02 pm 13 minutes	Break		
01:15 pm 5 minutes	Emcee welcomes second group		
01:20 pm 1 hour, 10 minutes	Second group of sessions		
02:30 pm	Emcee closes show		