INTERact

EUROPEAN UNION

# Script for your event

| Contact Details | | |
|---|---|---|
| **Name** | **Organisation** | **Telephone Number** |
| | | |
| … (Floor Manager) At the venue on (date) from (time) onwards | | (work) (private) |
| | | |
| … (Contact person venue) | | |
| | | |
| … (Reception venue) | | |
| | | |
| … (Moderator) | | |
| | | |
| … (Speaker 1) | | |
| | | |
| … (Speaker 2) | | |

| Networking dinner – date | | | | |
|---|---|---|---|---|
| **From** | **To** | **Activity** | | **Who?** |
| Monday afternoon | | Prepare delegation maps and badges | | |
| Monday afternoon | | Preparation of dinner area ▸ Check table setting ▸ Check VIP table + name cards ▸ Check protocol (flags) | | |
| 19:00 | 19:15 | Arrival of guests and serving of aperitifs. | | All |
| 19:15 | 19:30 | Request guests to take their seats and point VIPs to their seat | | All & VIPs seated by: (will provide seat assignments) |
| 19:30 | 19:40 | Welcoming by: | | |
| 19:40 | 22:00 | Dinner | | |

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| Conference – date | | | |
|---|---|---|---|
| From | To | Activity | Who? |
| **Preparation** | | | |
| 07:00 | 08:45 | ▸ Set-up roll-ups, banners, communication material, etc.<br><br>▸ Set-up extra reception desk at entrance of conference room in case participants need guidance<br><br>▸ Test audiovisual material: PowerPoint presentations, YouTube video, microphones, etc<br><br>▸ Install laptop + Start Presentations<br><br>Connect remote control for presentations | All |
| **Registration** | | | |
| 09:00 | 09:45 | Registration of participants<br><br>▸ Hand over delegation map and badges<br><br>▸ Point participants to conference room | 2 hostesses will be present at desk from 08h00 -12h00 |
| 09:40 | 09:45 | Inform speakers that they will have to take their seats on stage after the introduction to: … , so make sure they are seated in the front row (seats will be reserved):<br><br>▸ Speaker 1<br><br>▸ Speaker 2<br><br>▸ Speaker 3 | ▸ All: make sure your representative is informed of this<br><br>▸ General note: all speakers need to sit in the front row<br><br>▸ make sure you inform your speakers/project representatives |
| **Welcome and  introduction** | | | |
| 09:45 | 09:50 | Short welcoming speech on practical information | Floor manager |
| **Openig speech** | | | |
| 09:50 | 10:00 | Opening speech | |
| **Speaeker 1 - Presentation** | | | |
| 10:00 | 10:10 | General introduction by Speaker 1 | Speaker 1 |
| **Speaeker 2 - Presentation** | | | |
| 10:10 | 10:20 | General introduction by Speaker 2 | Speaker 2 |
| **Etcetera** … | | | |

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| Lunch | | | |
|---|---|---|---|
| 12:20 | 13:35 | Inform participants that lunch will be served in … | Moderator |
| 12:30 | 13:35 | General introduction by Speaker 2 | All |
| **Etcetera** … | | | |
| **Networking reception** | | | |
| 16:30 | 16:40 | Closing of conference and invite people for the networking reception | Floor Manager/Moderator? |
| 16:45 | 17:00 | Participants move to reception area | Assistance of all to make sure a smooth transition is secured |
| 17:00 | 18:30 | Networking reception | |