**DATE – TITLE**

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| --- | --- | --- | --- | --- |
|  | *Time* | *Activity* | People | Content |
| *1* | ***09:55*** | ***Virtual waiting room*** |  | Welcome message |
| 2 | 10:00 | Welcome from xx. My name is xx and I will be you host today. I am happy you joined our online meeting to discuss xx. You’ll learn xx.  I am not alone here …  We have xx people registered from xx countries/ projects. You are most welcome!  Housekeeping (agenda, polls, Q&A, chat in writing, presentations available, recording) | Moderator | Poll 1 |
| 3 | 10:05 | Before we start, tell us [Poll1]. | Moderator | Poll 1 launch (Organiser) |
| 4 | 10:06 | **Poll 1 results**  Now, let’s get to our agenda. Xx will start with a few words about: | Moderator | POLL 1 results (Organiser) |
| 5 | 10:07 | Topic A | Presenter |  |
| 6 | 10:10 | Topic B | Presenter |  |
| 7 | 10:15 | Q&A  Now, let’s move on and ask xx to tell us about: | Moderator |  |
| 8 | 10:20 | Topic C | Presenter |  |
| 9 | 10:29 | Do we have any questions?  If not, let’s move to [Topic D]. | Moderator |  |
| 10 | 10:30 | Topic D | Presenter |  |
| 11 | 10:40 | Q&A  Now, let’s go back to xx and talk about [Topic E] | Moderator |  |
| 12 | 10:45 | Topic E | Presenter |  |
| 13 | 10:50 | Q&A  Thanks xx. Let’s have a look at the remaining questions. | Moderator |  |
| 14 | 10:55 | To close our webinar, tell us xx.. | Moderator | Poll 2 |
| 15 | 10:56 | Poll 2 launch | Organiser |  |
| 16 | 10:57 | Comments on the results of Poll 2 | Moderator | POLL 2: closed |
| 17 | 10:58 | Closes show (thanks for all questions and participation in polls).  Evaluation survey to come at the end.  Recording available later – check YouTube | Moderator |  |
| 18 | 11:00 | Till 11:30 |  | Still answering remaining questions in writing |