

[Event Name]

[Event Date]
[Event Time]

[Event Location]

BOOK OF WORDS

DRAFT 1

Updated [date]

Compiled by
[Name, Title, Department]

Speaking Points by
[Name, Title, Department]

Reviewed by
[Name, Title, Department]



5:25 PM **[AV: Background music with SLIDE – “Welcome. The event will begin shortly.”]**

[Staff#1 (Insert Name) and Staff#2 (Insert name): Start recording]

5:25 PM **[Staff#1: Broadcast webinar. Guests are admitted into event from waiting room. Cued by Staff#3 (Insert Name)]**

5:25 pm Zoom Waiting Room opens

5:29 PM **[AV: Background music with SLIDE – Insert Name on Slide. Wait 1 minute. Cued by Staff#3.]**

[AV: AV Staff#1 camera on]

5:30 pm XXX, welcome and housekeeping

[AV: Background music off, stop share screen, spotlight speaker and unmute. Cued by Staff#3.]

Good evening everyone, and thank you for being with us for our XXX Event.

My name is XXX and I am delighted to serve as XXX at Simon Fraser University.

It is an enormous pleasure to join you this evening on the unceded traditional territories of the Squamish, Tsleil-Waututh, Musqueam and Kwikwetlem Peoples.

Speaker remarks continue...

[AV: SLIDE 1 – Agenda]

Before we dive in, I'd like to go over just a few housekeeping notes.

[AV: SLIDE 2 – Housekeeping]

- If you are having technical difficulties or need assistance at any time during this webinar, please use the chat box located on the bottom of your screen to send a message to “Tech Help”.

[Staff#2: Post in chat: Hi! Please message me/Tech Help if you need any assistance.]

- To ask questions of our speakers or to comment on the presentations, please use the Q&A box, also located at the bottom of your screen.
- Closed captioning is available for this event. To turn it on or off, just click the box marked “CC” on your toolbar.

[AV: Stop share screen]

INTRODUCTION OF CHANCELLOR

I would now like to introduce Dr. Tamara Vrooman, who was appointed the 12th Chancellor of Simon Fraser University in June 2020.

[AV: Turn Tamara's camera on, spotlight and unmute. Have Tamara and speaker on screen side by side for introduction.]

Tamara Vrooman introduction remarks....

Please welcome Chancellor Tamara Vrooman.

[Staff#1: Close chat to participants.]

[AV: Speaker's camera off and mute. Tamara is spotlighted on screen.]

5:36 pm TAMARA VROOMAN, opening remarks

Welcome everyone.

OFFER LAND ACKNOWLEDGEMENT (i.e., I am privileged to be speaking to you today from the unceded traditional territory of Musqueam Nation).

I am delighted to be here on behalf of SFU to thank you for your tremendous dedication. It's terrific to have this opportunity tonight to recognize your enduring leadership, and the profound difference you make through your vision and generosity.

Chancellor's remarks continue.

I would now like to call upon next speaker.

[AV: Turn speaker camera on, spotlight and unmute. Have speaker and Tamara on screen side by side for introduction.]

Speaker#2 remarks.

[AV: Turn off Tamara's camera and mute. Speaker #2 is spotlighted on screen.]

5:40 pm Speaker#2, remarks

Thank you, Tamara. And thank you everyone for joining us this evening.

[AV: Share screen, SLIDE 4 – Speaker's presentation.]

[AV: Advance presentation slides per Speaker #2 verbal cues.]

[Speaker #2 delivers presentation]

[AV: Speaker#1 camera on and unmute]

[AV: Stop share screen. Turn off Speaker#2 camera and mute.]

5:45 pm Speaker #1, introduce guest speakers

Thank you, Speaker #2.

Now, please join me in welcoming XXX

[AV: Turn Speaker #3 and Speaker #4 cameras on, spotlight and unmute. Have Speaker #3, Speaker #4, and Speaker #1 on screen for introduction.]

Speaker #1 introduces Speaker #3 and Speaker #4

Please join me in welcoming them.

[AV: Turn off Speaker #1 camera and mute.]

[AV: Share screen, SLIDE 12 – XXX presentation, with Speaker #3 and Speaker #4 video on screen.]

5:46 pm SPEAKER #3 AND SPEAKER #4, remarks [incl slideshow]

[AV: Advance presentation slides per Speaker #3/ Speaker #4 verbal cues.]

[AV: Stop share screen. Turn on Erin's camera and unmute.]

6:06 pm SPEAKER #1, introduces Tamara to facilitate Q&A

Thank you, Speaker #3 and Speaker #4. We appreciate your insights on this important topic.

I'd like to turn things over to Tamara to facilitate our Question-and-Answer session.

[AV: Speaker #1 and Speaker #2 remain on screen. Turn Tamara and Speaker #2 cameras on and unmute. Speaker #1 camera off and mute.

Spotlight all four speakers: Speaker #3, Speaker #4, Tamara and Speaker #2 for Q&A.]



6:06 pm **TAMARA VROOMAN**, leads Q&A

[Tamara to facilitate Q&A using Q&A box]

Thank you, Speaker #1. And thank you to Speaker #2, Speaker #3 and Speaker #3.

We now have some time for some questions from our audience....

[Staff#3: Cue 3 min, 2 min, 1 min in chat to Tamara]

[AV: When Tamara wraps up questions, Speaker #1 camera on, spotlight and unmute]

[AV: Turn off all other panelists' cameras and mute]

6:28 pm **SPEAKER #1**, closing remarks

[AV: Background music on, with SLIDE – “Thank You”]

[AV: All cameras off and mute]

[Staff#2: Save chat]

6:30 pm Event is finished