## INTERACTIVE WORKSHOP SCRIPT 90 minutes:

All speakers giving a presentation are requested to validate their presentation in the Speakers’ Service Centre (**SSC**) a minimum of 2 hours before the session starts or the day before for early morning sessions. Presentations received after this deadline cannot be guaranteed optimal audio-visual support. Speakers arrive preferably 30 minutes before the workshop starts.

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| **Minutes** | **Function** | **Checklist** |
| 7 | The facilitator introduces the why and how of the workshop Make sure every table has 5-6 participants! Fill tables Make sure one scribe is appointed in each table, using the computer |  |
| Pre session evaluation by facilitator |  |
| 3 | The chairs welcome the participants and introduce the topic |  |
|  | 10 mins INTRO |  |
| 20 | Chairs introduce **speaker** |  |
| **Presentation** max… 20 slides incl. **voting +**  one **discussion slide** with one statement/question/case |  |
| 10 | **Group work** based on the discussion slide |  |
| 20 | Chairs introduce **speaker** |  |
| **Presentation** max… 20 slides incl. **voting +**  one **discussion slide** with one statement/question/case |  |
| 10 | **Group work** based on the discussion slide |  |
|  | 2 x 30 = 60 mins PRESENTATIONS |  |
| 5 | Questions to panel: all speakers stand at the front. Moderated by chairs.  Chairs selected 1 or 2 questions per speaker from the app input. |  |
| 5 | Session evaluation and format by voting; Net Promoter Score, … |  |
| 3 | Closing by chairs Plus spare time… |  |
| 7 | Spare time |  |