



Run Sheet

Thursday 26 November 1100-1200 AEDT

Air Force Service Breakout Session

Chairs:

Amanda Dines

Speakers:

Amanda Dines
Geoff Robinson (standby)

Format:

LIVE presentation

Reminder to chairs / speakers – please log into the OnAIR system 30 minutes prior to the scheduled start time. You will be welcomed by the operator; and placed in the Green Room as outlined during the rehearsals.

Brief Opening script (For Chairperson)

- Thank the audience for joining the session today.
- Reminder to viewers - Please use the Live Q&A tab to ask any questions to our speakers.
- Trouble-shooting – if as viewers you are having difficulty with the session, please click on the red “Live Support” button in the top right of the screen to speak to our live support team.
- Thank the audience for joining the session today. Remind **AMMA members** that the AGM will take place on Friday 27 November at 1630 and encourage them to join.
- Introduce yourselves.

Brief Closing Script (For Chairperson)

- Thank you for joining us.
- Please return to the timeline (which is the main program page on the OnAIR Platform). The next session. Virtual Exhibition Hall will be open 1150-1250. Encourage delegates to visit the exhibition hall. The concurrent sessions will start at 1400.

Presentation type	Length	Time	Presenter	Layout	Powerpoint	Recording
Welcome from chair Panel like session	1 hour	1100-1200	AIRCDRE Amanda Dines GPCAPT Geoff Robinson NSC (standby)	Single / 2 side by side		LIVE