

DfG 2023 Final Show production plan

WHEN	WHAT	WHO	Responsibility	
Wednesday, 31/05				
11.30 - 12.00	Set up the filming devices	Elias	Zoe	Stakeholders, back-up
12.00 - 12.30	Welcome students	Zoe, Kris	Volunteer 1 - Nat	Timing, mic for speakers
12.30	Show the welcome slide	Zoe, Núria	Volunteer 2 - Kris	Audience, Q&A
12.30 - 13.00	Attendees coming (Zoe for stakeholders)	Zoe, Kris		
12.50	Get mic ready for Nuria and group 1A	Nat		
13.00 - 13.10	Welcome from DIG	Núria		
13.00	1A get ready on stage	Group 1A Jisoo, Iiro, Elena, Shutong		
13.10 - 13.25	Group 1A	Group 1A, Jisoo, Iiro, Elena, Shutong		
	Present Group 1A slides	Group 1A		
	Count-down timing is shown on iPad	Nat		
	Nuria opens Q&A	Núria		
13.25 - 13.30	Q&A	Kris / Zoe opens Presemo		
	Host shows feedback QR code slide	Núria		
	Host facilitates 2 questions from the audience	Núria		
	Time that is only five minutes	Nat		
	Group 1C comes to the work station to get ready	Group 1C: Myrta, Tom, Martin		
13.30 - 13.45	Group 1C	Group 1C: Myrta, Tom, Martin		
	Present Group 1C slides	Group 1C: Myrta, Tom, Martin		
	Count-down timing is shown on iPad	Nat		
	Nuria opens Q&A	Núria		
13.45 - 13.50	Q&A	Kris / Zoe opens Presemo/ Nuria Get Zoom ready!!		
	Host shows feedback QR code slide	Núria		
	Host facilitates 2 questions from the audience	Núria		
	Time that is only five minutes	Nat		
	Group 1B comes to the work station to get ready	Group 1B: Regina (online), Camila, Uyanga https://aallo.zoom.us/j/62151151189		
13.50 - 14.05	Group 1B	Group 1B: Regina (online), Camila, Uyanga		
	Present Group 1B slides	Group 1B: Regina (online), Camila, Uyanga		
	Count-down timing is shown on iPad	Nat		
	Nuria opens Q&A	Núria		
14.05 - 14.10	Q&A	Kris / Zoe opens Presemo		
	Host shows feedback QR code slide	Núria		
	Host facilitates 2 questions from the audience	Núria		
	Time that is only five minutes	Nat		
	Organize 6 chairs for discussion	Zoe, Nat		
	Stakeholders for brief 1 come up front for discussion	Joonas, Niko, Jisoo, Emilia, Camila		
14.10 - 14.25	Stakeholder comments	Núria, Joonas, Niko, Jisoo, Emilia, Camila		
	Time that is only 15 mins	Nat		
14.25	Núria announces the end of first session and 10 mins break	Núria		
14.25 - 14.35	Coffee break			
14.30	Get mic ready for Natalia/Sofia and group 2A	Nat		
14.30	Group 2A comes to the work station to get ready	Group 2A		
14.35 - 14.40	Welcome to brief 2	Natalia		
14.40 - 14.55	Group 2A	Group 2A:		
	Present Group 2A slides	Group 2A		
	Count-down timing is shown on iPad	Nat		
	Host opens Q&A	Natalia		
14.55 - 15.00	Q&A	Kris		
	Host shows feedback QR code slide	Natalia		
	Host facilitates 2 questions from the audience	Natalia		
	Time that is only five minutes	Nat		
	Group 2B comes to the work station to get ready	Group 2B: Carlotta, Luis, Giorgia, Ruth		
15.00 - 15.15	Group 2B	Group 2B: Carlotta, Luis, Giorgia, Ruth		
	Present Group 2B slides	Group 2B		
	Count-down timing is shown on iPad	Nat		
	Host opens Q&A	Natalia		
15.15 - 15.20	Q&A	Kris / Zoe opens Presemo		
	Host shows feedback QR code slide	Natalia		
	Host facilitates 2 questions from the audience	Natalia		
	Time that is only five minutes	Nat		
	Group 2C comes to the work station to get ready	Group 2C: Jingchun, Calliste, Greta, Sara		
15.20 - 15.35	Group 2C	Group 2C: Jingchun, Calliste, Greta, Sara		
	Present Group 2C slides			
	Count-down timing is shown on iPad	Nat		
	Host opens Q&A	Natalia		
15.35 - 15.40	Q&A	Kris / Zoe opens Presemo		
	Host shows feedback QR code slide	Natalia		
	Host facilitates 2 questions from the audience	Natalia		
	Time that is only five minutes	Nat		
	Organize 6 chairs for discussion	Zoe, Nat		
	Stakeholders for brief 2 come up front for discussion	Sofia, Laura, Laura, Suvi, Carlotta, Calliste		
15.40 - 15.55	Stakeholder comments	Sofia, Laura, Laura, Suvi, Carlotta, Calliste		
	Time that is only 15 mins	Nat		
15.55 - 16.00	DfG wrap up	Núria		
16.00 - 16.30	Take down filming devices	Elias		
16.00 - 16.30	Networking / catering place			
	Group picture			