

- Lori will add specifics for each presenter (like “presenter wants to wait until end for questions” or “share presenters poll”)
- Lori will add all polls before the event
- We’ll decide based on the size of the networking break if we need two room. The host can decide in the moment and ask the moderator to create the two rooms and then instruct participants to “choose Room one for Topic A or Room two for Topic B”

Time	Host/Moderator/Tech	Event	Host	Moderator	Tech
8:30-9	Lori/Laurin	Coffee chat	Welcome participants, inspire conversation	Let in participants Check chat/hand raises for questions and alert host if needed	
9-9:05	Lori/Laurin/Lee	Welcome	Formally welcome and get started. Overview of day. Introduce Enrique.	Let in participants Check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc
9:05-9:35	Lori/Laurin/Lee	Enrique Rivera (MCL) - Library Services for Incarcerated and Formerly Incarcerated Individuals	Support presenter Moderate Q&A	Let in participants Check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc
9:35-10	Open/Open/Open	Break/Networking /Themed chats	Introduce what we’re doing and that participants should answer the poll. Announce results of Poll. If small group keep in one room. If big group, let people self select into one of two rooms Stay as host in main room	Run Poll. Open Rooms. check chat for questions and alert host if needed Host room 1 if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc Host room 2 if needed
10-10:50	Open/Lee/Open	J Elizabeth Mills (Web Junction) - Libraries as Partners in Natural Disasters	Formally welcome and get started. Introduce Liz. Support presenter Moderate Q&A	Let in participants Check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc

10:50-11	Open/Open/Open	Break	Give each other breaks but make sure one person is still available to let people in		
11-11:50	Open/Open/Open	Carolyn Martin (NNLM) - Consumer Health Reference	Formally welcome and get started. Introduce Carolyn. Support presenter Moderate Q&A	Let in participants Check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc
12-2		Lunch	Leave room open with slide: Lunch 12-2		
2-2:50	Open/Mark/Open	Emily Donnellan & Melissa Beer (State Law Library) - Empowering Pro Se Litigants	Formally welcome and get started. Introduce Emily and Melissa. Support presenter Moderate Q&A	Let in participants, check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc
3-3:30	Open/Open/Open	Break/Networking /Themed chats	Introduce what we're doing and that participants should answer the poll. Announce results of Poll. If small group keep in main room. If big group, create 2 rooms with "let participants choose" let people self select into them	Run Poll. Create/Open Rooms. check chat for questions and alert host if needed Host room 1 if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc Host room 2 if needed
3:30-4	Lori/Mark/Open	Jean Gritter (OASL) - Oregon School Library Information System Online Resources	Formally welcome and get started. Introduce Jean. Support presenter Moderate Q&A	Let in participants, check chat/hand raises for questions and alert host if needed	Let in participants, mute people if needed, answer tech questions such as sound, etc
4-4:15	Lori	Wrap up	Thanks presenters and participants. Provide followup about recordings Provide info about networking events	check chat/hand raises for questions and alert host if needed	

	In-person Networking			
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