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Event Playbook

# Conferences

You have in your hands the proven keys to simplify and improve your virtual conferences, whether you're an Event Organizer, Coordinator, or Marketing Manager.

With this playbook, you'll be able to deliver cutting-edge content and meaningful networking for your conference attendees.

You're about to discover Remo by Events.com's full potential to deliver engaging experiences easily. Specifically, you're going to master the Run of Show, which will help you stay organized and focused on ensuring your event runs without glitches or hiccups.

## Run of Show

The Run of Show is a behind-the-scenes tool that can help you track your agenda, event actions to be taken, and who's responsible [Person In Charge or PIC].

Copy the sample Run of Show below to build one for your own event.

You'll want to customize the Run of Show for your event. As you do, keep in mind the key elements of virtual conferences:

- **Interactive Networking** – Attendees really value small group collaborative chats, discussions, and spontaneous hallway conversations.
- **Dynamic Presentations** – Let your speakers and audience connect over ground-breaking content.
- **Panel Discussions** – Have groups of experts seamlessly exchange ideas on trending topics.

# Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
9:00 am	Mingle/Open Networking	PIC sends a welcome message to guests	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Conference]! We're very excited to see so many people interested in learning from the movers and shakers of the [industry]!”
9:06 am	Mingle/Open Networking	PIC welcomes guests & announces the switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Conference]! We're very excited to see so many people interested in learning from the movers and shakers of the [industry]!”
9:08 am	Mingle/Open Networking	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We'll be starting in 2 minutes!”
9:10 am	Welcome & quick event orientation by host	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option, so guests get a few seconds to wrap up conversations
9:20 am	Keynote Speaker Session			
10:00 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
10:09 am	Networking @ Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our next presentation will begin in 1 minute. Please wrap up your conversations or feel free to move to our networking lounge.”
10:10 am	Panel Discussion #1	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option so guests get a few seconds to wrap up conversations
10:40 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	

# Sample Run of Show (continued)

Time	Agenda Item	Action Note	Action	Remark
10:49 am	Networking @ Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our next presentation will begin in 1 minute. Please wrap up your conversations or feel free to move to our networking lounge.”
10:50 am	Speaker Session #1	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option so guests get a few seconds to wrap up conversations
11:20 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
11:29 am	Networking @ Tables	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our next presentation will begin in 1 minute. Please wrap up your conversations or feel free to move to our networking lounge.”
11:30 am	Speaker Session #2	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the “Start in 30 Seconds” option so guests get a few seconds to wrap up conversations
12:00 pm	Lunch Break/ Open Networking	PIC turns off presentation mode	Stop Presentation	
12:25 pm	Lunch Break/ Open Networking	PIC announces 5 minutes to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our next presentation will begin in 5 minutes. Please wrap up your conversation or feel free to move to our networking lounge.”
12:29 pm	Lunch Break/ Open Networking	PIC announces 1 minute to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Our next presentation will begin in 1 minute. Please wrap up your conversation or feel free to move to our networking lounge.”



While this sample Run of Show details a half-day conference with just 4 sessions, you can easily duplicate the above to suit your event's needs. Simply extend this agenda and Run of Show for a full-day event and add speaker sessions and panel discussions as needed.

When ending a Presentation and returning to Conversation mode, make sure to inform your guests about the following:

- What to do during the break.
- How to move around.
- How to check out the whiteboards and resource links.
- When the next Presentation session begins.

## Summary

With this easy-to-replicate Run of Show, you're all set for a smooth event.

Through an easy virtual format, you'll be providing stimulating speaker sessions, insightful panel discussions, and those valuable serendipitous hallway conversations.

Talk with a sales expert for a first-hand look at how Remo by Events.com can help your organization to build great guest experiences.

[Schedule a Personalized Event Consultation](#)

**OR**

Check out our detailed guide on creating your very own run of show. You'll find out all the tips and best practices that you can use for your events (+ a free downloadable run of show template)

[Explore How to Create a Run of Show](#)