



Event Playbook

Virtual Summit

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

With this playbook, you'll create thought-provoking summits that:

- Deliver takeaways that solve key challenges for your attendees.
- Create inspirational moments to seed fresh perspectives and outcomes for your attendees.
- Nurture valuable networking opportunities to spark new conversations and business connections.

You're about to discover Remo's full potential to let you deliver engaging experiences easily. Specifically, you're going to master the Run of Show feature, 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.

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

- **Interactive Networking** – Attendees highly 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 while interacting with the audience.
- **Workshops** – Hands-on learning experiences to equip your attendees with practical skills for their professional lives.

Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
9:00 am	Mingle	PIC sends welcome message for guests	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Summit] Summit! We’re very excited to see so many people interested in learning from the movers and shakers of the [industry]!”
9:05 am	Mingle	PIC welcomes guests & announces the switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “Welcome to the [Title of Summit] Summit! We’re very excited to see so many people interested in learning from the movers and shakers of the [industry]! We will be starting in just a few minutes, so in the meantime, feel free to network with the other guests and speakers here today.
9:08 am	Mingle	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: “We’ll be starting in 2 minutes!”
9:10 am	Welcome & quick 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			
9:50 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
9:59 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.”

Sample Run of Show (continued)

Time	Agenda Item	Action Note	Action	Remark
10:00 am	Speaker(s) 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
10:30 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
10:39 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."
10:40 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
11:10 am	Networking @ Tables	PIC turns off presentation mode	Stop Presentation	
11:19 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."
11:20 am	Workshop #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
11:50 am	Lunch Break/ Open Networking	PIC turns off presentation mode	Stop Presentation	
12:15 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."
12:19 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 summit with just 3 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, panel discussions, and workshops 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 thought-provoking presentations, hands-on learning experiences, and those serendipitous hallway conversations.

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

[Schedule a meeting with a Remo Team Member](#)

OR

Join the experts who pioneered these tools and guidelines in the vibrant, rapidly evolving laboratory of the Remo Revolution Community. You'll find out what's working right now that you can use in your events immediately.

[Take me to the Remo Revolution Community](#)