**EVENT NAME AND TIME:**  
**STAGE FURNISHING:** Different furnishing choices you can see from [this link.](https://www.helsinki.fi/assets/drupal/2023-03/Lavakalustusvaihtoehdot_2m_turvav%C3%A4lein.pdf) We furnish the stage according to the information provided.  
The stage can accommodate a maximum of six people at a time.

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| --- | --- |
| **Standing table** | Valitse määrä. |
| **Armchairs and coffee tables** | Valitse määrä. |
| **Any other comments** | |  |

The schedule marked in red is an example. Submit the schedule for the event two days before the event with other materials to [studiomestari@tiedekulma.fi](mailto:studiomestari@tiedekulma.fi). A new line should be added to the schedule whenever there is a change in the program, eg in the projections or the number of mics needed. **Note that there are six microphones in single-camera streaming.** If you want an ultravide left+right projection please send your material in 3690x1080px, 3,5:1-aspect ratio.

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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Presentation name/what is happening** | **Speakers and mics (headset mics cannot be switched from one person to the other during the event)** | **Left projector (cannot be shown in stream, cannot be changed)** | **Right projector  (can be shown in stream, can be changed)** | **Side wall projector**  **(cannot be seen in stream, cannot be changed)** | **Other notes** |
| 8.30 | - | - | event logo.ppt | program.ppt | logo.ppt |  |
| 9.00 | Introduction | host (1 headset) | **—**””**—** | **—**””**—** | **—**””**—** | streaming starts at 9.00 |
| 9.05 | John Doe’s presentation and discussion | Host and John Doe  (2 headset) | **—**””**—** | John Doe’s presentation 250519.ppt | **—**””**—** |  |
| 9.15 | Video | **—**””**—** | **—**””**—** | Video.mp4 | **—**””**—** |  |
| 9.30 | Panel discussion | Host, John and Jane Doe  (3 headset) | **—**””**—** | Panelists’ names.ppt | **—**””**—** |  |
| 9.45 | Viewer questions | Host, John and Jane Doe  (3 headset, 1 hand held) | **—**””**—** | **—**””**—** | **—**””**—** | Mark will move the mic for viewers |
| 10.30 | Program ends |  | **—**””**—** | Thanks.ppt | **—**””**—** | Streaming ends |