**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.

|  |  |
| --- | --- |
| **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. 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |