**EVENT TIMETABLE** [Insert here event name and date]

**STAGE FURNISHING:** Look at the different furnishing choices available from this [**link**](https://www.helsinki.fi/sites/default/files/atoms/files/lavakalustusvaihtoehdot_2m_turvavalein_0.pdf). Notice that with two meters of safety distance there is room for five people on the stage at the same time. Fill in below what furniture you choose for the event.

|  |  |
| --- | --- |
| **Standing table**  | Valitse määrä. |
| **Armchairs and coffee tables**  | Valitse määrä. |
| **Any other comments on furnishing** | Kirjoita tekstiä napsauttamalla tai napauttamalla tätä. |

**EVENT SCHEDULE** Red text has been filled in for an example event. Send the finished schedule two days prior to the event to: studiomestari@tiedekulma.fi

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME** | **PRESENTATION NAME/ SUBJECT** | **SPEAKERS** (max. 6 microphones in one camera streaming service) | **LEFT PROJECTOR\***(can’t be seen in streaming) | **RIGHT PROJECTOR** (can be seen in streaming)  | **LEFT AND RIGHT PROJECTORS IN ONE WIDE PROJECTION\*\*** | **SIDE PROJECTOR**(can’t be seen in streaming) | **Other notes**  |
| 8.30 | - | -  | event logo.ppt | program | - | logo ppt | no streaming |
| 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 | - | **—**””**—** |  |
| klo 9.15 | Video | **—**””**—** | **—**””**—** | Video.mp4 |  | **—**””**—** |  |
| klo 9.30 | Panel discussion | Host, John and Jane Doe(3 headset)  | **—**””**—** | Panelists’ names.jpg |  | **—**””**—** |  |
| 10.30 | Program ends |  | **—**””**—** | Thanks.jpg |  | **—**””**—** | Streaming ends |
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\*Left projector: The projection/picture on the left side cannot change when you have splitted projection in use.

\*\* The double projection (extra wide picture) can be used only when splitted projection is not in use. Extra wide projection looks great in the event space but can’t be shown in streaming.

New row must be added to the timetable every time there’s a change in program for example in the projections or number of microphones needed. Notice that max. six microphones can be in use at the same time when one camera streaming service.