

Run of Show - Networking Event 1: BINGO

Pre-show

-10 minutes before event, speakers log in - set up opening image - “Networking” asset and title of the event: “Networking BINGO”

Format:

1. **Opening screen (5 min before start time up to the beginning of the event)** - “Networking” asset and title of the event: “Networking BINGO”
2. **Welcome Message** led by Moderator (5 minutes)
3. **Opening Remarks and Explanation of Activity** by Moderator (5 minutes)
4. **BINGO** about Gender Data (10 min each session) - Bingo sheets linked [here](#)
 - a. Breakout room 1 - bingo sheet 1
 - b. Return to large group to answer questions, review who got bingo, and provide new bingo sheet (5 min)
 - c. Breakout room 2 - bingo sheet 2
 - d. Return to large group to answer questions, review who got bingo, and provide new bingo sheet (5 min)
 - e. Breakout room 3 - bingo sheet
5. **Moderated Review of the event (10 min)**
 - a. Participants can ask and answer questions freely by unmuting themselves, Moderator will be responsible for prompting the discussion if participants need such assistance by asking questions seen in the Final Reflection script
 - b. Closing remarks: Moderator thanks the participants for joining the event and for making it such a success. The moderator then wishes them well and ends the event by ending the Zoom for all participants.

Run of Show

Scene	Time	Speaker	Moderator Notes/Questions	Production Coordinator Notes

n/a	SETUP	N/A	<p>Open Zoom and make sure that the waitlist feature is turned on. Enable screen sharing for all participants.</p> <p>Allow 40 participants to join this event, beginning 5 minutes before the start.</p>	<p>Opening Slide - “Networking” asset and title of the event: “Networking BINGO”</p> <p>Gallery view for this event</p>
1	5 min	Moderator	<p>Welcome Message: See script below</p> <p>Allow participants to filter in until T+5 min.</p> <p>Ask all to turn off notifications on computer and personal devices to minimize distraction/interruption</p>	<p>Only the sound for the moderator will be turned on - everyone will have cameras on</p>
2	5 min	Moderator	<p>Opening remarks and explanation of activity: See script below</p> <p>Screenshare the bingo slide (linked here) and share the link with participants so that they can create their own version.</p> <p>Ask if participants have any questions (tell them to unmute themselves)</p>	<p>Only the sound for the moderator will be turned on - everyone will have cameras on</p> <p>Screen Share view</p>
3	10 min	N/A	<p>Create Breakout Room 1</p> <p>Explain that breakout groups will be for 10 minutes each - each breakout</p>	

			group should have no more than 10 people.	
4	5 min	Moderator	<p>Come back as a large group to see if anyone got bingo and to review any questions or comments about the activity</p> <p>Explain that going to try to get bingo on a new board now - share link</p>	Only the sound for the moderator will be turned on - participants turn sound on when they wish to speak
5	10 min	N/A	Create Breakout Room 2	
6	5 min	Moderator	<p>Come back as a large group to see if anyone got bingo</p> <p>Explain that going to try to get bingo on a new board now - share link</p>	Only the sound for the moderator will be turned on - participants turn sound on when they wish to speak
7a	10 min	N/A	Create Breakout Room 3	
7b	10 min (Remainder of the session)	N/A	<p>Come back as a large group to reflect on any interesting connections made</p> <p>Who got the highest number of bingos?</p>	<p>Gallery view</p> <p>Only the sound for the moderator will be turned on - participants turn sound on when they wish to speak</p>

Full Talking Points

Welcome Message - Moderator

Hello all! My name is [insert name] and I am so excited to welcome you to our networking event today. As people are filtering in, I ask that you make sure your microphone is off unless you are speaking and to turn off notifications on your personal devices to minimize distraction or

interruption. Feel free to leave your camera on so we can all see each other! We'll get started in just a few minutes once everyone has entered the meeting and settled.

Opening Remarks and Explanation of Activity

For those who were not here earlier: Welcome! My name is [insert name] and I am so excited to welcome you to our networking event: Gender Data Bingo! If you haven't played BINGO before, the basic premise is to check off a full line of 4 boxes on your sheet - vertically, horizontally or diagonally. The extra twist to this game is that you have to find others in your group who match the box description in order to check it off. We'll have three rounds of bingo so that you can get to know as many people as possible - and here's your first sheet! (screenshare link to BINGO slide - linked [here](#))

- Rules:

- only one name per box
 - need to get 4 in a row - vertically, horizontally or diagonally.
 - only have 10 minutes before we come back together to see who won BINGO and switch groups so that we can start a new round!
 - To make your BINGO sheet, you can [download or make a new copy on the slide deck?](#)
- You can see that we've focused many of these questions on gender data. While it's important to remember that you'll only have 10 minutes, feel free to let these questions guide you into conversations about your work, inspiration, or research.
- *Share the link to the spreadsheet in the Zoom meeting* - I'll call you back into the main Zoom room when the 10 minutes have ended. If you have any questions or issues at all, please send me a private message in the Zoom chat.

Discussion 1

Hello again! Just checking in: did anyone have any issues or concerns during our first round of BINGO?

- Great! Now how many people got BINGO in the first round? You can raise your hand or use the raise hand tool in Zoom.
- We're going to play on a new BINGO sheet now. This time, you have to ask questions of people and write down their answers in order to check off a BINGO box. Here's the link to the new sheet: [here](#)
- I'll call you back into the main Zoom room when the 10 minutes have ended. Just click the button to go to your next breakout room!

Discussion 2

Hello! Good to see everybody again. Did you all find this round easier or more difficult than the last round?

- How many of you got BINGO?

- We have one last round of BINGO to play. This one will be a challenge. This time, you have to check off your entire BINGO sheet! For this round, feel free to repeat some names when you're checking off each box. Here's the link to the new sheet: [here](#)
- As always, I'll call you back into the main Zoom room when the 10 minutes have ended. Good luck!

Final Review

Now that we've finished all of our BINGO rounds: how many people got BINGO all three times?

- Very impressive. Because we have some time before our session closes, let's take this opportunity to reflect on any connections that we made or interesting information that we found. Did anyone find or get to talking about something interesting?

Closing Remarks

- Thank you all so much for joining us today and for helping to make this event such a success. I hope that you had a great time and found new connections to your fellow Gender Data participants. If you have not exchanged contact information, but wish to do so, please feel free to send it in the Zoom chat now or to write it in the BINGO slide deck!