SHOW EVENT RUNORDER – 52nd ADB Annual Meeting

**Opening Session – DICC**

CONTACT:

Production Contact: Vanessa Rolfe  
Technical Director: Matt Cox

Technical Director Assistance: James Holden

DATE OF EVENT: Friday 3rd May 2019/ 10:45am - 11:45am

LOCATION OF EVENT: DICC

| **#** | **Time** | **Duration** | **Item** | **Talent** | **Vision Backdrop** | **Outer Vision Pip** | **Central Pip** | **Audio** | **Foldback** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **09:30** |  | Room clear and ready for guest arrival | iTaukei Affairs pre-set |  |  | N/A |  |  |
| 2 | **10:00** | 35 mins | **Walk In/Doors open**  *\*IPTV Screen DICC branding* | All Guests | Logo animation/ Corp video on rotation | N/A | N/A | BGM | Vision Foldback as present |
| 4 | **10:35** | 3 mins | Governors to make their way to DICC - Asi | Governors  HOD + Guests |  |  | N/A |  |  |
| 5 |  |  | Ushers to seat guests | Room Monitors |  |  | N/A | BGM |  |
| 6 | **10:38** | 2 mins | **Seating of Governors/ Heads of Delegations & Guests** | Governors  HOD + Guests | Static Background, No logo | N/A | N/A | BGM |  |
| 7 | **10:38** |  | Cue for PM and president arrival - Vanessa |  |  |  | N/A |  |  |
| 8 | **10:38** | 3 mins | Announcement - Please take your seats for arrival of the prime minister and ADB President  *\*once VIP’s are seated* | MC - Voice over | Static Background, with logo |  | N/A | Off stage Hand Held |  |
| 9 | **10:43** | 2 mins | All VIP’s seated, **Close doors** |  |  |  | N/A |  |  |
| 10 | **10:45** | 3 mins | **Arrival of Prime Minister and ADB President\** | The President of ADB and Hon. Prime Minister of Fiji | Tapa background | N/A | N/A |  |  |
| 11 | **10:48** |  | Chief guests seated on stage  *\*Left - President/ Right PM* | The President of ADB and Hon. Prime Minister of Fiji |  | N/A | N/A |  |  |
| 12 | **10:48** | 27 mins | **Traditional Opening Ceremony** | iTaukei Affairs | Tapa Bgd | Live camera feed preset | N/A | Stage Mic System |  |
| 13 | **11:15** | 1.5mins | **MC to thank Cultural Ceremony & Invite Prime Minister to his seat**  \*President remains on stage | MC - Voice Over |  | Clear cameras |  | Off stage Hand Held |  |
| 14 |  | 1 min | Clear performance |  |  |  |  |  |  |
| 15 | **11:16** | 30 secs | **MC to Introduce ADB President** | MC - Voice Over |  |  |  | Off stage Hand Held |  |
| 16 |  | 30 secs | ADB President walks to lectern (right) | Mr Takehiko Nakao |  |  |  |  |  |
| 17 | **11:17** | 20 mins | **Address by the President of the Asian Development Bank** | Mr Takehiko Nakao | Static Holding Slide - Full Blue | Live camera feed preset | Keynote presentation | Conference Mic System |  |
| 18 | **11:37** | 30 secs | MC to Introduce Prime minister | TBC | Static Holding Slide | N/A | N/A | Conference Mic  Video Audio |  |
| 19 | **11:37** | 30 sec | Prime Minister walks to stage | Rear Admiral (Retired) Hon. Josaia Voreqe Bainimarama | Static Holding - blue pattern |  |  |  |  |
| 20 | **11:37** | 20 mins | **Address by the Prime Minister of Fiji** | Rear Admiral (Retired) Hon. Josaia Voreqe Bainimarama |  | Live camera feed preset | Fiji ADB Logo | Conference Mic System |  |
| 21 | **11.57** | 3 mins | Closing remarks | MC |  | N/A | N/A | Conference Mic  Video Audio |  |
| 22 | **12:00** |  | End of Opening Session | All | Logo Loop |  |  |  |  |
|  | |  | **Event Close** |  |  | | | | |
|  | |  | **Lunch** | **Participants and Invited Guests** |  | | | | |

Notes: Refer to Audience perspective for stage positions