SHOW EVENT RUNORDER – 52nd ADB Annual Meeting

**Host Country Seminar – DICC**

CONTACT:

Production Contact: Vanessa Rolfe/ Asimina Zervos  
Technical Director: Matt Cox

Technical Director Assistance: James Holden

DATE OF EVENT: Thursday 2nd May 2019

LOCATION OF EVENT: DICC

TIME: 9:00am - 11:00am

| **#** | **Time** | **Duration** | **Item** | **Talent** | **Lighting** | **Vision Backdrop** | **Outer Vision Pip** | **Central Pip** | **Audio** | **Foldback** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **8:30** | 30 mins | Walk In/Doors open | N/A | Walk In look | Logo animation (Video) | N/A | N/A | Background Music | Vision Foldback as present |
| 2 | **9:00** | 3 mins | MCcalls the room to order and Introduces ADB President | Holly Ransom | Presentation state | 30 under 30 logo | Camera | N/A |  |  |
| 4 | **9:03** | 7 mins | **ADB President delivers remarks** and takes seat  \*telePrompter | ADB President | Presentation state | Static Backdrop | Camera | N/A |  |  |
| 5 | **9:10** | 4 mins | MC thanks ADB President and Introduces Attorney-General | MC | Presentation state | Static Backdrop | Camera | N/A |  |  |
| 6 | **9:14** | 10 mins | **Attorney-General delivers remarks** and takes his seat  \*telePrompter | Attorney-General | Presentation state | Static Backdrop | Camera | N/A |  |  |
| 7 | **9:24** | 3 mins | MC thanks AG, introduces video montage of 30 winners | All | Presentation state | Static Backdrop | Winner PPT | N/A |  |  |
| 8 | **9:27** | 2 mins | Video |  | Presentation state | Static Backdrop | Video | N/A |  |  |
| 9 | **9:30** | 1 min | MC calls winners, ADB President, and AG to stage for photo | Holly Ransom | Presentation state | Static Backdrop |  | N/A |  |  |
| 10 | **9:31** | 4 mins | Invited parties join stage for photo, ADB President departs |  | Stage Wash |  |  |  |  |  |
| 11 | **9:35** |  | MC gives brief remarks, introduces panel moderator | Holly Ransom |  |  |  |  |  |  |
| 12 | **9:38** | 3 mins | Moderator gives brief remarks, announcing how viewers and delegates can send in questions live |  |  |  |  |  |  |  |
| 13 | **9:40** | 5 mins | Moderator introduces panelist | Holly Ransom | Presentation state | Static Backdrop | Camera | How to ask questions  -Int |  | Pigeon Hole |
| 14 | **9:45** | 1.5 hours | Panel discussion and interactive Q&A | Holly Ransom | Audience wash | Static Backdrop | Camera | How to ask questions |  | Pigeon Hole |
| 15 | **10:58** | 2 mins | MC Close | MC | Presentation state | Static Backdrop |  | N/A |  |  |
| 16 | **11:00** | - | Walkout |  | Walk out look | Logo animation (Video) |  | N/A | Background music |  |
| **Event Close** | | | | | | | | | | |

Notes: