

ADD - Please visit etclassics.org for more information on our offerings. And info with test names, etc."

ETC Live Webinar Script

Bold & quotes equals changes depending upon speakers/presenters

- **Prior to start**

- Hello, everyone! Thank you for joining us today. We are going to start in a few minutes. For now and throughout the session, your audio and your video will be muted, in order not to distract from the presenter. If you are having any trouble, please message one of the co-hosts for help.

(repeat as necessary)

- **When ready to start - start recording**

- **Start**

- Salvete omnes, thank you for joining us today! I'm **"Krystal Kubichek, the chair of"** Excellence Through Classics, a committee of the American Classical League. Also on the webinar today is **"Traci Dougherty, Communications Chair for ETC"** (pause), **"and Sherwin Little, the Executive Director of ACL"**(pause). Traci Dougherty is actually the creator of these webinars; she spends many hours each week preparing for them.
- Excellence Through Classics' mission is to inspire and educate young learners to explore and celebrate the Latin language and Greco-Roman literatures and cultures, while supporting the teaching of Classics. We are happy to bring you these webinars as a way to share our love of the Classics with you during the current crisis.
- These sessions are being offered almost daily, from 2:00-3:00pm on Monday, Tuesday, Thursday and Friday. Wednesdays and Sundays have different times. The list of this week's sessions and recordings of prior sessions can be found

on the ETC website, etclassics.org, under ETC Live. Upcoming sessions this week are: **"(Read the current week's sessions while projecting on screen)"**

- Participants will not have access to camera and microphone during the session. The chat function will send your message to the host or co-hosts to help with technical issues. Use the Q & A box to ask a question for the presenter to answer either during the presentation or during the Frequently Asked Questions section at the end of the webinar.
- And now it's time for me to turn this over to today's speaker, **"NAME"**

- **Lecture/Presentation**

- **Someone needs to be constantly monitoring screens, chats, & Q & A**

- Pull questions from Q & A - answer live/dismiss after typing onto FAQ doc
- Sometimes the Presenter will ask us to share powerpoints. "Next" to move on. Sometimes there is a delay on the slide

- FAQs

- Krystal or another ETC person should ask questions of the speaker. They should NOT be reading questions to themselves.
- ETC person should try to group similar questions when possible. Names & schools of some question writers can be shared.
- While that is going on, another person monitors the chat box & Q & A for questions to add. That person also crosses off questions as they are asked.

