

# Run Sheet

## International Day of People with Disability 2022

Guest speaker: [REDACTED]

Host: [REDACTED], General Manager, Content and Consumer Division

Question moderator: [REDACTED], eLearning Designer, Human Resources & Communications

**Date:** Wednesday 30 November

**Time:** 2:00 pm – 2:45 pm (AEDT)

**Virtual:** [MS Teams meeting via Learnhub.](#)

**In person:** Authority Rooms – Melbourne, Sydney and Canberra

Time	Activity	Who/What
1:50 – 1:58	<b>Speaker Rehearsal</b> <ul style="list-style-type: none"> <li>- Meet and greet</li> <li>- Camera set-up and audio check</li> <li>- Run through order</li> </ul>	[REDACTED] [REDACTED] HR Strategy Team
1:58 pm - 2:02 pm	<b>Stand-by</b> Staff commence dialling in / arriving	All
2:02 pm	<b>EVENT COMMENCES</b>	<b>Recording commences</b> ([REDACTED] to record)
2:02 pm – 2:10 pm	<b>Host</b> (8 minutes) Welcome and introduction Acknowledgement of Country Introduction to guest speaker (Carol Heijo)	[REDACTED]
2:10 pm – 2:20 pm	<b>Guest speaker</b> (10 minutes) [REDACTED] will share her story and talk about her personal and professional experiences	[REDACTED]
2:20pm - 2:43pm	<b>Q&amp;A</b> (approx. 23 minutes)	[REDACTED] [REDACTED] (Question moderator)
2:43 pm - 2:45 pm	<b>Thank you and close</b> (2 minutes)	[REDACTED]
2:45 pm	<b>EVENT CONCLUDES</b>	<b>Recording ends</b>