

Run Sheet

Jawun Secondment Program – Information Session

Guest speakers: [REDACTED]

Host: [REDACTED]

Question moderator: [REDACTED]

Thursday 20 October

2:00 pm – 3:00 pm (AEST)

 Online: [ht](#) [REDACTED]

Time	Activity	Who/What
1:40 – 1:58	Speaker Rehearsal <ul style="list-style-type: none"> - Meet and greet - Camera set-up and audio check - Run through order 	[REDACTED]
1:58 pm - 2:02 pm	Stand-by Staff commence dialling in	All
2:02 pm	EVENT COMMENCES	Recording commences
2:02 pm – 2:05 pm	Host: Welcome and introduction (3 minutes)	[REDACTED]
2:05 pm – 2:10 pm	Host: Acknowledgement of Country (5 minutes)	[REDACTED]
2:10 pm – 2:11 pm	Host: Introduction to guest speaker 1 ([REDACTED]) (approx. 1 minute)	[REDACTED]
2:11 pm – 2:25 pm	Guest speaker 1: Introduce Jawun and overview (10 minutes)	[REDACTED]
2:25pm	Host: Introduction of guest speaker 2 ([REDACTED])	[REDACTED]
2:25 pm – 2:35 pm	Guest speaker 2: talk about her experience working as an in place secondee (10 minutes)	[REDACTED]
2:35pm	Host: Introduction of guest speaker 3 (Mio)	[REDACTED]
2:35 pm – 2:45 pm	Guest speaker 3: Talk about her experience working as a virtual secondee (10 minutes)	[REDACTED]
2:45 pm - 2:50 pm	Host: Talk about how people can apply, obtaining manager's approval etc. (5 minutes)	[REDACTED]
2:50 pm - 2:58 pm	Q&A: (approx. 8 minutes)	[REDACTED]
2:58 pm – 3:00 pm	Thank you and close (2 minutes)	[REDACTED]
3:00 pm	EVENT CONCLUDES	Recording ends