# Event Presenters

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| --- | --- | --- | --- | --- | --- |
| **Stage Position** | **Microphone** | **Speaker** | **Name** | **Title** | **Role** |
| Desk Left | A1 | JAD | Jane Doe | Corporate Communication | Moderator |
| Desk Right | A2 | JOD | John Doe | CEO | Guest |

# Event Rundown

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| --- | --- | --- | --- |
| **Control/Video** | **Control/Audio** | **Speaker** | **Content** |
| SC-PRE-1  VV-PTZ-A | A1, A2 |  | Part 1: Foo |
|  |  |  | Chat Message: „Welcome to this new episode in our Digital Townhall series! Please raise questions during the event here in the chat. They will be picked up in the Question & Answer part at the end.“ |
|  |  |  | WELCOME-LOOP |
| CAM1-CW: CUT  +OV-A1 |  | JAD | Jane and John are on stage at the desk.  Jane is visible in close-up camera view.  Welcome ladies and gentlemen, to this brand new episode of our Digital Townhall series! Today you will participate in an awesome event where our main topic is Lorem Ipsum.   * I’m Jane, your moderator. And today I’ve with me our CEO, John Doe. Welcome, John! |
| -OV-A1 +OV-A2 |  | JOD | John and Jane shown together in total camera view.   * Hello, Jane! Thanks for the invitation. |
|  |  | JAS | * Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. * Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.   + Foo Bar Quux   + Foo Bar Quux   SLIDE1   * It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.   1. Foo Bar Quux   2. Foo Bar Quux |
|  |  |  | Part 2: Bar |
|  |  | JOD | * Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.   + Foo Bar Quux   + Foo Bar Quux |
|  |  | JAS | * It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.   1. Foo Bar Quux   2. Foo Bar Quux |

# Event Rundown: Style Cheatsheet

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| Styles for “Control/XXX” column (Studio Team) | |
| R121: Enforce | Enforcement action (e.g. SC-PRE-1, VV-PTZ-A2, …). Action is applied immediately and cannot be reversed. |
| R122: Toggle | Toggling action (e.g. +OV-A1, -OV-A2, …) Action is applied immediately and can be reversed. |
| R123: Select | Selection action (e.g. CAM1-CC, MEDIA-1, …) Action just selected an input into PREVIEW. |
| R124: Apply | Application action (e.g. CUT, DRIVE, STREAM1, …) Action applies current input in PREVIEW. |
| Styles for „Speaker“ column (Event Team) | |
| R211: Speaker | Three-letter abbreviation of the speaker name. It is shown on the teleprompter in a floating style before the content. |
| Styles for „Content“ column (Event Team) | |
| R311: Part | Header of a logical part of the content. |
| R312: State | Formal information about emitted state for the event control (e.g. ppt:slide=7). It is *not* shown on the teleprompter as text, only as a subtle marker line. |
| R313: Control | Hint intended to be recognized and followed by event control only. It is *not* shown on the teleprompter at all. |
| R314: Display | Semi-formal information about displayed content (e.g. “SLIDE 7”, “MEDIA 4”). Usually intended for content playout by the event control. It is shown on the teleprompter, but is *not* vocally spoken by the presenters. |
| R315: Hint | Hint intended to be recognized and followed. Usually intended for presenter control on stage. It is shown on the teleprompter, but is *not* vocally spoken by the presenters. |
| 1. R316: OList1 | Ordered content at list level/depth 1. |
| * 1. R317: OList2 | Ordered content at list level/depth 2. |
| * R318: UList1 | Unordered content at list level/depth 1. |
| * + R319: UList2 | Unordered content at list level/depth 2. |
| R321: Emphasis | Word the presenter should vocally emphasize when speaking. Optional hint for guiding the *emphasised* speaking. |
| R322: KeyWord | Word to allow the presenter to just glance over the content and immediately see the standout key content aspects. Optional hint for guiding the *free* speaking (despite full-text content). |
| R323: KeyMessage | Phrase the presenter should vocally and gestically standout. Optional hint for guiding the *gestical* speaking. Optional hint for recording to subsequently replay it (Live Cut). |
| R324: Info | Indicates information intended for the presenters during event *preparation* only. It annotates or describes the content, and is *not* shown on the teleprompter. |
| Styles for Base Styling | |
| R011: Base Paragraph | Base style for paragraphs. Can be used for regular/non-list paragraphs. Also for internal use within Rundown styles. |
| R021: Base Character | Base style for characters. Should not be used manually. Just for internal use within Rundown styles. |