

Location: Bethesda North Ballroom

Date: June 7, 2019

Time: 8:15 a.m. to 12 p.m.

A/V Dry Run and Testing
6:00 AM

- Jennifer Lemmert and HQ Media Services on-site with hotel A/V staff for set-up and testing of decks, sound, wi-fi, videos, and equipment

Breakfast Buffet
Career Journey Booth
8:15-9:00 AM

- Solicit Career Advice from associates during breakfast to put into basket and enter a raffle (free weekend stay)
- Video playlist plays as associates arrive
- Lights dim and Bonvoy/TakeCare video plays

Topic	Speaker	Message
Welcome & CFO Remarks 9:00 – 9:20 AM (20 minutes)	Leeny Oberg	<ul style="list-style-type: none"> • Welcome associates in room and via livestream • Provide discipline updates: 2019 highlights, growth pipeline • Leeny introduces guest speaker and invites them to stage
Guest Speaker: 9:20 – 9:45 AM (25 minutes)	Arno Van der walt, Chief Information Security Officer	<ul style="list-style-type: none"> • TBD • Leeny- thank you to the presenter and invites game show hosts to the stage
Project Game Show 9:45 – 10:30 AM (45 minutes)	Porter Shifflett & Kimberly Gould; Pam Stults (Maglev), Astrid Burrows (Train), Julie Sieracki (PSF), Kristy Godbold & Michael Cullen (Catapult); Also MIP 44 Highlights (Kristy)	<ul style="list-style-type: none"> • Game Moderators – Porter Shifflett with Kimberly Gould (2017 Finance Associate of the Year) • Porter & Kimberly explain the Project Game Show – Attendees listen closely to leaders because there will be a “quiz” later • Leaders provide give key facts about projects (5 minutes each); totaling 25 minutes • Use Kahootz mobile game (time vs the game) to ask 8 questions via phones; totaling 10 minutes • Porter & Kimberly award 3 weekend stays to top 3 winners (2 at HQ; 1 remote): STAYS: The Ritz-Carlton, Santa Barbara, CA The Ritz-Carlton Naples, FL Marriott Resort-Grand Cayman
C.O.R.E. 10:30 – 10:35 AM (5 minutes)	Gina Masterson	<ul style="list-style-type: none"> • Stand up and do stretching
Celebrating Service Anniversaries 10:35 – 10:45 AM (15 minutes)	Leeny Oberg Gina Masterson Senior team	<ul style="list-style-type: none"> • Gina invites Leeny and Senior Team to the stage • Slides for milestone anniversaries—5, 10, 15, 20. Audience applauds each slide. • “25 Year” – group will stand when slide appears with their anniversary group (names not individually announced) • Six “30 Year” – with the exception of Bev Gebicke, the remaining associates are remote. Show photos on slide and congratulate them • Three associates w/ 35 year (Gene Cone, Alan Orlob & Mike Owens), only 1 expected in person with time for manager remarks. Invite Brad and Steve to stage along with each associate to make brief (max 3 minutes each) remarks.
Finance Awards/Giveaway 10:45 – 11:15 AM (30 minutes)	Gina Masterson	<ul style="list-style-type: none"> • Announce 2018 Global Finance Award Winners • Give 1 raffle from the Career Journey station. Read the Career Advice and announce the winner. STAY: JW Desert Ridge-Phoenix, AZ
Q&A and Wrap Up 11:15– 11:30 PM (15 minutes)	Leeny Oberg and Senior Finance Team	<ul style="list-style-type: none"> • Accept in-room and livestream questions • Leeny to thank everyone for attending

✓	Task Promotion	POC	Deadline	Notes
✓	Event invitation	Name		<ul style="list-style-type: none"> Save-a-date
	Exchange announcement and reminder	Name	Mid-may/ Day before ad-hoc	<ul style="list-style-type: none"> Livestream and parking instructions
Presentations				
✓	Finalize agenda	Team	4/15	<ul style="list-style-type: none"> Includes CFO approval
	Video playlist	Name		<ul style="list-style-type: none"> In progress
	Leeny's deck	Name		<ul style="list-style-type: none"> Name to work with Name for CFOs presentation
	Guest Speaker deck	Name		<ul style="list-style-type: none"> Name to share deck with Jennifer
	Porter/finance leader deck	Name		<ul style="list-style-type: none">
✓	TakeCare Activity	Name		<ul style="list-style-type: none"> Name to contact name to discuss Take Care event
	Game-show style panel discussion	Name		<ul style="list-style-type: none"> Develop Project game show approach (Kahootz)
	HQ Finance Awards	Name	5/20	<ul style="list-style-type: none"> Work with leaders to select winners Trophies ordered
✓	Service anniversaries	Name	5/4	<ul style="list-style-type: none"> Name to prepare service anniversary slides for each milestone
	Senior leader Q&As	Name		<ul style="list-style-type: none"> Seating for all 2 handhelds for stage 2 stationary mics for in-room questions Confirm who will be on-stage for Q&A
Bethesda North Logistics				
	Bethesda North logistics	Name		<ul style="list-style-type: none"> Secure entire ballroom Menu Parking instructions Photographer
	Displays	Name		<ul style="list-style-type: none"> Donut Display Journey Booth
	AV needs	Name		<ul style="list-style-type: none"> In progress
	Livestream	Name		<ul style="list-style-type: none"> Work with MI Media Services for on-site support Will schedule dry run at Bethesda North
Raffles and Prizes				
	Giveaways	Name	6/8	<ul style="list-style-type: none"> Prizes (pens/luggage tags) needed
✓	Raffles	Name	4/15	<ul style="list-style-type: none"> JW Desert Ridge-Phoenix, AZ The Ritz-Carlton, Santa Barbara, CA The Ritz-Carlton Naples, FL Marriott Resort-Grand Cayman

A/V Checklist

Livestream

- Actions needed:
 - Confirm distribution list for instructions
 - Recommend sending as email
 - Recommend adding instructions to meeting invite for Town Hall event
 - Confirm and send livestream test instructions to remote participants, including Adobe Connect log-in info [NEED TO UPDATE WITH NEW LINK AND PHONE NUMBER]
 - Be sure to connect to a hardline LAN.
 - Go to link: [link needed]
 - Log in as participant.
 - Select "Listen Only." You should hear hold music.
 - Mute your microphone.
 - On day-of, if you don't hear anything, you can call the number below:
 - US (Toll Free): 1-877-806-9883
 - Participant Code: 920993
 - Mute your phone.
 - Provide final PPT deck and video file
 - Conduct dry run to test:
 - 5 lavaliers
 - 2 for stage, 2 for in-room questions
 - Adobe Connect
 - Audio
 - Video
 - PPT deck
 - Recognition video
 - Chat box
 - Recording
 - Dial-in
- Settings for livestream:
 - Chat box set to private or so only the host/moderator can see it
 - Default is everyone – must be changed
 - Force mute all dial-in and VOIP participants
 - Moderator will need to manually begin and end recording
- Questions
 - Who is managing and/or making updates to the final PPT deck?
 - Who will serve as host/moderator to record event and manage chat box?
 - Who from MI Media Services will be on-site to manage?
 - How will technical difficulties be handled?