**SAMPLE VIRTUAL PIM SCRIPT FOR HOST**

**INTRODUCTION/WELCOME**

GOOD EVENING EVERYONE,

I’D LIKE TO WELCOME YOU TO PUBLIC INFORMATION MEETING FOR  \_\_\_\_\_\_\_\_\_\_\_\_\_(SPECIFIC PROJECT).

IT IS TIME, FULL DATE, DAY.

MY NAME IS (HOST NAME AND TITLE-WHAT YOU DO SIMPLY) HANNAH MOHELNITZKY, CITY OF MADISON ENGINEERING DIVISION PUBLIC INFORMATION OFFICER— I LEAD COMMUNICATIONS FOR THE ENGINEERING DIVISION AND HELP FACILITATE THESE VIRTUAL PUBLIC INFORMATION MEETINGS.

WE APPRECIATE THE TIME YOU’RE TAKING TO LOG IN— LISTEN AND SHARE YOUR THOUGHTS ON THIS PROJECT.

AT LAST CHECK WE HAVE ABOUT \_\_\_\_\_\_ (NUMBER) PEOPLE REGISTERED FOR THIS MEETING.

**NEXT SLIDE:**

**FIRST A FEW HOUSEKEEPING ITEMS.**

THIS MEETING IS RECORDED AND WILL BE POSTED TO THE PROJECT PAGE.

ALL ATTENDEES WILL BE MUTED TO KEEP BACKGROUND NOISE TO A MINIMUM HOWEVER THERE WILL BE PLENTY OF OPPORTUNITY TO SHARE YOUR INPUT WITH US.

TO DO THAT: YOU CAN TYPE YOUR QUESTION IN Q AND A SECTION SECTION OF THIS WINDOW— OR YOU CAN VERBALLY ASK YOUR QUESTION WITH THE RAISE YOUR HAND FEATURE. MORE ON THAT IN JUST A BIT.

**NEXT SLIDE:**

DISCLAIMER:

THIS MEETING IS BEING RECORDED. IT IS A PUBLIC RECORD SUBJECT TO DISCLOSURE. BY CONTINUING TO BE IN THE MEETING, YOU ARE CONSENTING TO BEING RECORDED AND CONSENTING TO THIS RECORD BEING RELEASED TO PUBLIC RECORD REQUESTERS.

**NEXT SLIDE:**

NEXT A FEW TECHNICAL THINGS TO GO OVER:

— WHEN YOU JOINED US — YOU CLICKED TO JOIN AUDIO BY COMPUTER.

**NEXT SLIDE:**

NEXT: I’D LIKE TO CALL YOUR ATTENTION TO THE BOTTOM OF THE SCREEN-- WHERE YOU SHOULD SEE SOME BUTTONS-

A RAISE HAND FEATURE — WHICH YOU CAN SELECT WHEN YOU’D LIKE TO VERBALLY ASK A QUESTION…  3 MINUTE LIMIT  — FOLLOWING COMMON COUNCIL GUIDELINES.

**NEXT SLIDE:**

NEXT: THE CHAT BUTTON— THE BUTTON YOU CLICK TO TYPE IN A QUESTION WITHOUT INTERRUPTING THE PRESENTATION ONLY FOR TECHNICAL ISSUES.

**NEXT SLIDE:**

Q AND A BUTTON — TO TYPE IN YOUR QUESTION FOR THE Q AND A PORTION.

**NEXT SLIDE:**

FINALLY: TO LEAVE THE MEETING, YOU CAN CLICK THE RED BUTTON ON THE BOTTOM RIGHT HAND SIDE.

**NEXT SLIDE:**

NEXT I’M GOING TO INTRODUCE WHO WE HAVE ON THE CALL TONIGHT LISTENING IN.

WE HAVE A NUMBER OF CITY STAFF INVOLVED WITH THE PROJECT.

NAME – TITLE

NAME—TITLE

NAME – TITLE

DISTRICT \_\_\_ ALDER \_\_\_\_\_\_\_\_\_. ALDER, WOULD YOU LIKE TO SAY A FEW WORDS?

**PRESENTATION**

**Q AND A SECTION OF MEETING**

HI EVERYONE — WE ARE GOING TO KICK OFF THE Q AND A—

HOW THIS WORKS:

ASK YOUR QUESTION/PROVIDE YOUR COMMENT TWO WAYS:

1. TYPE YOUR QUESTION WITH THE Q AND A BUTTON
2. RAISE YOUR HAND OPTION — VOCALIZE YOUR QUESTION/COMMENT— IN THREE MINUTES OR LESS.

ONE LAST REMINDER FOR ANYONE ANSWERING ON OUR TEAM: PLEASE SAY YOUR NAME BEFORE YOU SPEAK BECAUSE WE DO HAVE PEOPLE CALLING IN ON PHONES — AND THIS WILL HELP THEM GET THE SAME INFORMATION AS PEOPLE LOGGED IN.

**GOODBYE**

THANK YOU EVERYONE FOR ATTENDING TONIGHT, THIS PRESTNATION WILL BE POSTED TO THE PROJECT PAGE AND DO NOT HESITIATE TO REACH OUT TO \_\_\_\_\_ (PROJECT MANAGER) FOR QUESTIONS.