

**BDC – Tech Tour event**  
**November 15, 2016 – Communitech in Kitchener**

*Nov 8th version*

Estimated time Nov 15	Details	Resp.	Duration	Visual
Nov 14- 4 to 7 pm	<b>Set up-</b> <ul style="list-style-type: none"> <li>4pm CBM and Communitch to arrive</li> <li>4:30pm Hahn and a/v to arrive</li> <li>6pm av set up and presentation testing</li> <li>6:30pm cbm to finalize table settings and banners</li> <li>7:30pm BDC Team arrival to hotel</li> </ul>	curated by m		
<i>November 15</i>				
8:00	<b>Curated By M and Communitech to arrive onsite</b>	curated by m	Plus Communitech	
8:00	<b>A/V arrival</b>	Sherwood		
8:30	BDC team arrival <b>A/V ready</b>	BDC team A/V		
9 to 10	<b>Dry-run/rehearsal for Pierre Cl��roux and Jasmin Ganie-Hobbs- All A/V team ready testing mic and everything</b>	A/V P Cl��roux Jasmin		Testing PPT
10:00	<b>Brand ambassadors arrive onsite</b>	Tigriss		
10:30	<b>MC Rehearsal – A/V check</b>	A/V Maria K Irving	15 min	Testing PPT
10:35	<b>Meeting with Kirk Irving, XX from Communitech, Jasmin Ganie-Hobbs and P.Cl��roux(Maria will do the rehearsal)</b>	Maria, Kirk, Jasmin, person from Communitech	10 min	welcome slide
11:00	All set coffee/tea and survey are on the tables Brand ambassadors in locations <ul style="list-style-type: none"> <li>- 2 x registration table</li> <li>- 1 x Front entrance</li> <li>- 1 x Communitech Reception 2<sup>nd</sup></li> </ul>	A/V + Caterer		welcome slide

	<i>floor</i> <ul style="list-style-type: none"> <li>- 1 x 3<sup>rd</sup> floor elevator Greeter</li> <li>- 1 x Communitech 2<sup>nd</sup> floor, bottom of the stairs</li> </ul>			
11:00	<b>Arrival of BDC reps to be ready for networking when event starts</b>			
11:15	<b>Registration starts</b>	Brand ambassadors	30 min	welcome slide
11:15	<b>Doors open</b> <i>(coffee and tea and water)</i> <i>Attendees are invited to proceed and sit down (1 table reserved)</i>	all		
11:45	Kirk Irving comes up on stage <ul style="list-style-type: none"> <li>- Briefly presents himself</li> <li>- Quickly describes the event timeline</li> <li>- Indicates that there will be a draw for those who fill in the evaluation form at the end of the event – forms will be picked-up during the Q&amp;A session. There is a tablet to win. People must be present in the room to claim the prize. Prize draw not open to BDC employees.</li> <li>- Indicates restrooms location</li> <li>- invites everyone to start eating</li> <li>- says he'll be back in 30 min.</li> </ul>	K Irving	2 min	Welcome slide
11:47- 12:17	Hot lunch - buffet style	caterer	30 min	welcome slide
12:12- 12:22	All plates have been cleared	caterer	10 min	
12:17	K Irving comes back up on stage <ul style="list-style-type: none"> <li>- announces BDC video</li> </ul>		2 min	Welcome slide
12:18	BDC video		1 min	video
12:18-12:22	Opening remarks from K Irving He then invites XX from Communitech, to come up on stage for a short speech	MC= Kirk Irving	3.5 min	K Irving
12:22-12:24	Few words from XX from Communitech	Name TBC	2 min	Communitech slide
12:24-12:26	K Irving comes back on stage thanks XX from Communitech who then exits the stage and presents Pierre Cl��roux, Vice	K Irving P.Cl��roux	2 min	Event Slide P.Cl��roux Slide

	President, Research and Chief Economist at BDC & Jasmin Ganie-Hobbs, the co-presenter	Jasmin		
12:26-12:51	Pierre Clérout's & Jasmin Ganie-Hobbs presentation	P.Clérout	25 min	PPT P.Clérout
12:51-12:52	Kirk comes back on stage, thanks Pierre Clérout & Jasmin	MC	1 min	Event Slide
12:52-13:17	Q&A – moderated by K Irving	MC and P.Clérout Jasmin	25 min	Event Slide
13:17-13:20	Surveys to be collected	LC/MM	3 min	Event Slide
13:20-13:22	K Irving thanks P.Clérout & Jasmin K Irving proceeds with the draw for the tablet. Winner must be present to claim his/her prize. Closing remarks	K Irving	1 min	Thank you
13:22	End of presentations and networking	All	15 min	Thank you
13:30	End of the event and tear down	All		
14:00	Meagan and BDC Team leave for Toronto			