

Company XYZ – All Employee Meeting 2013 (Quarter 3)

TITLE: Company XYZ
General Session
Hopkins Performing Art Center, Minnesota

PRODUCED BY:
DRAFT:

[REDACTED]
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Thursday, November 7, 2014

Time / Room	Stage	Screen	Source	Special Needs/ Comments	Sound & Lighting
8:10AM	Doors open Photo Slideshow	PPT	PC1	(4) High Top Chairs on stage	iPod Audio House lights up
8:30AM	Welcome – Bob Dobson Welcomes employees Introduce Splargtech	Master PPT	PC 1	Timer at 5 mins Place (2) HH mics in aisles	Bring Lights/Music Down Bob – LAV 1
8:35AM	Customer Case Study – Splargtech (video to be shown during presentation)	Master PPT Logitech Video Master PPT	PC 1 DDR 1 PC 1	Timer at 20 mins	Guest Speaker - LAV 2
8:55AM	Platform Evolution Updates- Bob D, Bob M Steve, and Ron	Master PPT	PC 1	Timer at 20 mins Fireside Chat	Bob D- LAV 1 Bob M- LAV 3 Steve R- LAV 4 Ron C- LAV 5
9:15AM	Q3 Financial Update	Master PP T	PC 1	Timer at 15 mins	Scott – LAV 6
9:30AM	Strategic Business Update- Bob Dobson (CAB customer video shown after Q3 Wins)	Master PPT Video Master PPT	PC 1 DDR 1 PC 1	Timer at 25 mins	Bob D- LAV 1
9:55AM	Employee Recognition- Bob Dobson • Anni's • Promo's • Patent award/innovation • Employee of the quarter – video	Master PPT Video	PC 1 DDR 1	Timer at 20 mins	Bob – LAV 1

	<ul style="list-style-type: none"> Team of the quarter (Stewart to present?) 	Master PPT	PC 1		Stewart- LAV 7
10:15AM	Panel: TBD , Bob to moderate	Master PPT	PC 1	Timer at 15 mins	Bob – LAV 1 TBD- LAV TBD- LAV TBD- LAV TBD- LAV
10:30AM	Close- Bob Dobson Walkout	Master PPT	PC 1		Bob – LAV 1 Walk out music House Lights Up
10:30AM	Meeting complete				