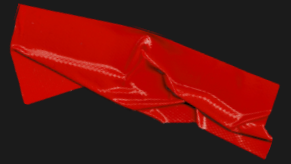


MC OF THE NIGHT 5-STEP GUIDE

Here's how to be a great MC of the night.



#1 INTERACTIVE OPENER

The opener should begin promptly at 6:55pm. Start with a fun, topic-related, crowd conversation starter.

#2 INTRODUCE THE SPEAKER

The speaker intro can be found in the Lecture Night Dashboard. Make sure you're pronouncing their name correctly.

#3 TIMER & PROGRESS TRACKING

Be sure to set the timer to count down from 45min. Keep See how the speaker is progressing by following along with their slides during the talk so that you know when it's almost over.

#4 FACILITATE Q&A

Grab the mic. Ask the audience to give round of applause. Take 5 questions for Q&A. Pass the mic around if there's an extra one, and if not, ask the speaker to repeat the questions.

#5 CLOSING REMARKS



Grab the mic, thank the audience for coming out and change the projector to the QR code slide. Clearly ask the audience to take the 5-question survey. Mention that it only takes 30 secs.