[Your session title here]

**Session objectives**

* Outcome 1
* Outcome 2
* And so on

**Sessions this links to/is preparation for [Delete as appropriate]**

Indicate what other sessions, or topics, this session ties to.

**Session format/s (inc. virtual/face-to-face/live or on-demand)**

**[Delete as appropriate]**

* Live, virtual/face-to-face session with a mix of slides, discussion and exercises.
* Indicate if an on-demand resource will be made available following the session, and what type: a video recording, an audio recording, slides, activity sheets/workbook.
* Participation engagement: low = lecture-style session, medium = some audience participation (polls/individual activities), high = high audience participation (polls/quizzes/individual and group activities and discussions)

**Maximum number of participants for this session (also ideal participant/facilitator ratio)**

Indicate the ideal number of participants (example: 30) based on types of activities. Indicate if more than one facilitator is required for technical support when online, or room management when face-to-face.

**Is this session scalable? If, so how many participants could it be opened up to?**

Indicate maximum number of participants (based on activities, and room/online capacity) and facilitators needed.

**Session running time**

* Live virtual/face-to-face session X minutes
* On-demand running time – recording is X minutes

**Session overview**

When designing the session you might want to consider the following:

* What is the main goal of this session?
* Why is it important for participants?
  + Example: “This session is designed to help participants…” If you’re writing this for the audience do change your language to make it more personal and active for your target audience “Postdocs! Want to explore your [topic here]? This is the session for you”
* What should participants know, feel, or be able to do by the end?
* Are there any specific deliverables or outputs?
  + Example: “By the end of the session, participants will…”
* Who is this session for?
* Are there any prerequisites or assumed knowledge?
  + Example: “This session is suitable for…”

**Additional session tools/resources/links [Delete as appropriate]**

Some of the resources linked to in this session:

List links, activities sheets, bibliography, and so on.

**Detailed session running plan**

When planning the session you might want to consider the following:

* What are your session outcomes?
  + Use these to ensure that your running plan achieves these
* How will you make the content meaningful for your audience?
  + For example, you might consider using quotes or testimonials, and limit the number of concept covered to just two or three.
* How will you ensure the session is engaging? What range of activities will you include?
  + These could be: lecture-style content, discussions, individual or group activities, group (breakout room if online, per table if in person) discussion and full room discussion, chat interaction, interactive and anonymous tools (polls, whiteboards).
* How will you ensure the session is inclusive for all?
  + Consider how you will cater for neurodiverse participants, and for technical issues. You might wish to provide alternative activities for those that might not want to join in group/breakout room discussion; as well as provide sufficient detailed instructions at the start of and during the session regarding the types of activities and the level of interaction.
* How will the session produce a long-term impact to attendees? What would you like participants to take away from the session and carry on practicing/doing in their work?
  + Consider resources, exercises or actions you provide at the end of the session.

**Copy to use to advertise the session**

* Do you know the character or word limit for where you advise your sessions?

For Eventbrite the copy might include the following sections:   
Event title (max. 75 characters) – Session title

Summary (max 140 characters) – “This session explores ...”

Description (max 150 words) -

Session objectives –

By the end of this session participants will be able to:

* Outcome 1
* Outcome 2
* And so on.

**Frequently asked questions/pain points for this session**

When preparing to deliver the session you might want to consider the following points:

* What parts of the session might be unclear or confusing to participants?
* Are there any concepts, tools, or terms that typically need extra explanation?
* What questions have come up in previous sessions?
* What might participants ask about logistics, timing, or materials?
* Are there any sensitive or challenging topics that might prompt questions?
* Does the session require a break, because of length or topic?
* What questions might come from different levels of experience or backgrounds, or lack of preparation (if pre-work was required, and not all participants have completed it, for example)?

If it’s the first time you’ve run this session with this audience, we suggest reviewing this post-session.

**Time and resource input level**

What time and resource input is required when re-running the session?

1. **Basic/Minimum/Lightest** – Signpost postdocs to resources and video of the session, with task.
2. **Intermediate** – (all of basic plus some of the following) Run a similar session live with polls, breakout rooms, group discussion, individual tasks.
3. **Premium/Most intensive** (all of basic and intermediate plus any of the following) Tailor the resource to your institution. Commission an external professional supplier to deliver a tailored session. Hold a follow-up session for postdocs to work on some of the activities started during the session.

**Script versus talking points: what to capture**

Facilitators have different styles: some prefer a detailed script, while others work best with key points and timing cues. Use the prompts below to decide what works best for you and how to document it clearly for others.

Consider:

* Do you want the session to be delivered in a consistent tone or wording?
* Are there parts of the session where precise phrasing matters (e.g. sensitive topics, instructions)?
* Will the person stepping in be familiar with the content or need more support?

If you choose to write a **full script**:

Use this format:

* **Introduction**: Suggested wording to open the session.
* **Transitions**: Phrases to move between sections smoothly.
* **Activity Instructions**: Clear, step-by-step language, including timings.
* **Wrap-Up**: How to close the session and reinforce key messages.

If you prefer **talking points and timing**:

Use this format:

* **Segment Name** (e.g. “Welcome & warm-up”)
  + **Main Points**: What to cover or emphasize.
  + **Time Allocation**: How long to spend.
  + **Facilitator Role**: What to do or watch for.
  + **Breaks/Transitions**: When and how to shift.

Examples: “In this section, highlight…”; “Spend around X minutes on…”; “Watch for…”.