

## Hosting the TEDxNorthbrookLibrary event:

I will handle the following: Getting the flyers made, the Evanced event filled out, and getting the videos downloaded onto the laptop we will be using. Basically, don't worry about anything other than hosting and leading the discussion. This is a template, but feel free to get creative. Nothing is set in stone and we can discuss any ideas you have to change things up.

### **Without further ado:**

When it seems like a good time to start (I usually wait till about 5 minutes after the programs official start), go ahead:

### **Introduction (5 minutes MAX)**

Introduce yourself, your position at the library, and why you chose this topic for TEDxNorthbrookLibrary.

Let the audience know that we will be watching the videos and they will go however long (e.g. 45 minutes), and then we will have a discussion afterwards.

### **\*Show TEDx Introduction Video\***

Introduce the first video/speaker – 30 seconds max (optional)

### **\*Play first video\***

Introduce the second video/speaker – 30 seconds max (optional)

### **\*Play second video\***

Introduce the third video/speaker – 30 seconds max (optional)

### **\*Play third video\***

After final video, turn on the lights and begin the discussion.

### **Discussion:**

You might want to set some ground rules e.g. to be respectful of differing opinions and make sure you give others a chance to talk, etc. That is up to you since you know your discussion leading style best

For discussion, throw out some open-ended questions. I had about 10 ready, and only got to 3 at the first event. Your main goal is to keep them talking, and call on people in the order they raise their hands (or at least make sure to call on people who haven't spoken already)

Here are two questions that seemed to work really well at the first event:

Does anything you saw today change your perception about [insert topic here]?

How might you take what you learned in these talks or this discussion and apply it to your own life?

**Conclusion:**

When you feel like the discussion is winding down, start wrapping it up. I would shoot for the entire event (videos and discussion) going no longer than 2 hours max (If it is an evening one, it has to be done by 8:45 PM to pack up).

At that point, give some closing statements. Mainly:

- Plug the next month's event (we should have the flyers available every time for the next month)
- Also mention if we have set aside any books for checkout (this will be by the door with the flyers and evaluation forms)
- Mention evaluation forms
  - TEDx will send evaluations via email (people who registered with an email will get these). That email is the only thing the participants will receive from TED, but it is vital to do it at least every other time as that is a component in how TED evaluates renewing the license
  - We also have copies of ours available in print at the event and online