Example – Draft of a Resonances running sheet

Salzburg	Salzburg, Austria CET (UTC +1) Thu, 10 Mar 2022 08:45		REPEAT in Salzburg, Austria or Munich CET (UTC +1) at Thu, 10 Mar 2022 17:45 local time.	San Francisco, CA, USA PST (UTC -8) Thu, 10 Mar 2022 08:45 am
8:45	Zoom meeting opens	8:45 am Tech support opens at 8:00 am. Technical support: Recording and all other technical aspects. Email addresses of all presenters in the chat. Technical support: Entering automatically muted.	17.45 Tech support open at 17:00 pm Salzburg time already.	
9:00	Welcome	Moderator(s) say: Name + country. Asking participants to stay muted. Write Q or comments in the chat. IOSFS will be recording for archives	18:00	9:00 am
9:03 9:14	Come Together	Remind audiences of the literature and references list which will be on the IOSFS website.	18.03	9:03 am 9:14 am
9:15	Introduction of the theme and presenter		18.15	9:15 am
9:30	Presenter 1		18:30	9:30 am
10:15	Break		19:15	10:15 am

10:30	*Presenter 2*		19:30	10:30 am
11:15	Interview 1 (Pre-recorded)		20:15	11:15 am Interview 1 (Pre-recorded)
11:23	Interview 2 (Pre-recorded)		20:23	11:23 am Interview 2 (Pre-recorded)
11:33	Interview 3 (Pre-recorded)		20:33	11:33 am Interview 3 (Pre-recorded)
11:38	Interview 4 (Pre-recorded)		20:38	11:38 am Interview 4 (Pre-recorded)
11:55 (keep open for another 30 or so minutes).	Outro:		20:55 Outro:	11:55 am (keep open for another 30 or so minutes).
12:30 Close Zoom				12:30 pm Close Zoom