

Objective

Re-enact the Savoy hotel meeting with the new face of the institute, supporting our members in meeting the demands of the industry over the next 100 years. Strong WilAT / YP / International feel.

Timing Plan

Time	Action	Owner	Location
08:00	Build	Pink	AL room
12 Noon	Team food	Pink	
12:30	Speaker briefing for Jeremy Long, Sir Peter Hendy, Keith Newton, Alan McKinnon, Sylvia Sampson	Pink & CW	AL room
13:00	SPH to record Facebook Live message for Hong Kong	Pink & JC	TBC
13:20	Meet and direct guests to AL room	Savoy	Main Foyer
13:20	Greet and direct into AL room	KR/SPH	AL Foyer
13:20	Photo on arrival	Photographer	AL room – back drop
13:30 – 14:00	Champagne reception (Savoy to top up glasses on demand)	KN to facilitate introductions in the room	AL room
13:30	Start sharing images on Facebook	Pink/JC	AL room
13:50	Mic up speakers	Pink/AV	AL room
14:00	Tea served. Final replenishment of sandwiches before speeches start	Savoy	AL room
15:00	Speeches and Facebook Live start	CILT / AV	AL room
15:00 2 mins	Short welcome	KN	AL room
TBC 2 mins	HRH Message	AV	AL room
TBC 10 mins	The industry next 100 years	Alan McKinnon	AL room
TBC 5 mins	Institute next 100 years	SPH	AL room
TBC 4 mins	CILT Film	PINK AV	AL room
TBC 3 mins	Sponsor Message	Jeremy Long	AL room
TBC 10 mins	Regional messages	Pink / AV	AL room
TBC 2 mins	WilAT message	Pink/ AV	AL room
TBC 3 mins	YP message	Sylvia Sampson / AV	AL room
TBC 10 mins	Awards	SPH	AL room
16:00	Close	KN sign off	AL room
16:05 – 17:00	Guests depart	CILT	Bar