

**Briefing**

[Event title]



**Date**

**Time**





**24th**

**Sep.**

**One HealthTech London**

Event: Event title Becoming a C[x]IO in the NHS

Time: Time: 18:00 – 21:00 Location: Address here

Event size: ~100 people

**DRAFT AGENDA**

|  |  |
| --- | --- |
| **18:00** | Arrivals, refreshments and food |
| **18:30** | Welcome from One HealthTech Hub: Name of Curators |
| **18:35** | *Event details…..* |
| **20:00** | Refreshments, networking and hanging out! |
| **21:00** | Event close – Go home…. ☹ |

**#OHT19**

**@OHT\_[Hub]**

**GENERAL INSTRUCTIONS FOR SPEAKERS**

Firstly, thank you for agreeing to speak at a One HealthTech [Hub] event. Means a lot, and we love you for it. For those of you who do not know us or have never attended one of our Meetups before, hello and welcome. Those who have, well… hello too.

**Structure** (example)

Presentations: x2 talks (15 mins each – AA, NP)

Panel: 3 minute intro from SE & SC, followed by chaired discussion from RM (20%) and audience Q&A (80%)

Close: RD on video

*See below for specific briefings*

**Audience:**

The OHT community is made up of experienced health technologists, but from a broad range of backgrounds, some clinicians, technologists, policymakers, designers, entrepreneurs etc. The community is mostly female/people of colour/those from LGBTQ+ communities (basically, under-represented groups!).

The audience will know a lot about the domain, but maybe not specifics. So avoid obvious points, so when you give background, ramp up quickly. This event is geared towards ….. We are expecting ~ 100 attendees.

**Purpose** (example)

Shine a light on career paths to becoming a CIO, challenges, lessons learnt, tips and just about anything you feel would be particularly insightful to a room of those about to, or going through the process of being a CIO. The panel will be mostly audience Q&A so the room can decide where they want the focus to be on. There’s also just a shit tonne o’ white men who are CIOs, which is absolutely fine, but we’d like to excite a room that has a broad mix of people to consider world of CIOs theirs.

**Tone:**

A One HealthTech mantra (unofficially...) is serious content without taking yourself too seriously. We encourage informality and keeping it personal, including jokes, gifs, swear words, whatever your thing is, as that is the best way to get people excited about the things you are excited about. This should feel very conversational and as if you’re talking to a room fall of your mates (but ensuring you don’t do cliquey things that make people feel not welcome).

**Next steps**

* If you haven’t already, please send Hub email address your:
  + Preferred name
  + Job title
  + Organisation
  + Headshot
  + Twitter handle (if you want it)
  + Short bio (~150 words max)
* Please do invite your friends and colleague to the event. The registration link can be found on the One HealthTech website (LINK)
* The event is free. You do not need to register yourselves.
* Please do Tweet out the event, we would love the promotion and to meet your crowd!
* At the event we will be using the #OHT19 hashtag and the @OHT\_[Hub] handle

**SPECIFIC INSTRUCTIONS FOR SPEAKERS**

**Speaker name**

* Duration of presentation
* Key questions to answer/topics to hit
* Anything tone-related or things to avoid
* Slides or no slides

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**ON THE DAY**

* Please arrive by [time] at the venue
* The address is [Address]
* If you have any issues [Curator] can be contacted on [mobile] or [email address]
* NB we have an Accessibility Fund (<https://www.onehealthtech.com/accessibiltity-fund>) if babysitters etc are a barrier (children are welcome as per)
* If you have slides, try and email them in advance, if not, please bring them with you on the day
* The event WILL be live-streamed
* I know you’re all very busy but it’s not really part of our ethos for the speakers to swoop in, talk, and then leave. We’d really appreciate if you could stay for the drinks from 8-9pm but of course understand if you have to leave.
* Have fun!

**Thank you for accepting our invitation to speak at a One HealthTech [Hub] event, and we look forward to seeing you soon!**