Name of the call

Session number and sequence title if part of a series of calls

Short description that can be shared with the participants.
Max 2-3 sentences about the content and purpose of the call

Goals
1. ...
2. ...
3. ...
4. ...

Learning Objectives
Participants should leave the session with:
• ...
• ...

Structure
Start to plan the main content elements before you begin a detailed overview of the agenda with minutes.

a) Content and Speakers (x mins)
b) Interactive Element (x-mins)
c) Check-in & Check-out (x-mins)

Preparation for participants (reads, videos, etc.)

Follow-up (activities, e-mail, next call, etc.)