## Logistics

Where: Virtual platform such as Zoom or Microsoft Teams

Dates:

Times: 9:00am – 12:00pm

2 days of sessions – 2 sessions/day

**Day 1: 3 hours**

|  |  |  |
| --- | --- | --- |
| **Session 1** |  |  |
| Welcome, Introduction, Purpose of Summit *(Including background on food waste and why everyone should be at the table.)*  | 15 minutes | 9:00 – 9:15 |
| Keynote Presentation – (Insert presenter and title) | 15 minutes | 9:15 – 9:30 |
| Keynote presentation Q&A | 10 minutes | 9:30 – 9:40 |
| Go to Breakout Sessions  | 5 minutes | 9:40 – 9:45 |
| Breakout Sessions – (Insert topics for discussion) | 30 minutes | 9:45 – 10:15 |
| Back to main room for quick share of breakout session ideas | 10 minutes | 10:15 – 10:25 |
|  | 85 minutes |  |
|  |  |  |
| **10-minute break** | **10 minutes** | **10:25 – 10:35** |
|  |  |  |
| **Session 2** |  |  |
| Welcome Back and Introduction of next topic | 5 minutes | 10:35 – 10:40 |
| Keynote Presentation | 15 minutes | 10:40 – 10:55 |
| Keynote Presentation Q&A | 10 minutes | 10:55 – 11:05 |
| Go to Breakout sessions | 5 minutes | 11:05 – 11:10 |
| Breakout Sessions – (Insert topics for discussion) | 30 minutes | 11:10 – 11:40 |
| Back to main room for quick share of breakout session ideas | 10 minutes | 11:40 – 11:50 |
| Wrap up | 10 minutes | 11:50 – 12:00 |
|  | 85 minutes |  |
|  |  |  |
|  | **180 minutes** |  |

## Logistics

Where: Virtual platform such as Zoom or Microsoft Teams

Dates:

Times: 9:00am – 12:00pm

2 days of sessions – 2 sessions/day

**Day 2: 2 hours, 45 minutes**

|  |  |  |
| --- | --- | --- |
| **Session 1** |  |  |
| Welcome and Introduction  | 10 minutes | 9:00 – 9:10 |
| Panel – (3-4 people with 10-15 minutes each) – (Insert panel title/topic)* Panelist 1
* Panelist 2
* Panelist 3
 | 50 minutes | 9:10 – 10:00 |
| Panel Q&A | 20 minutes | 10:00 – 10:20 |
|  | 80 minutes |  |
|  |  |  |
| **10-minute break** | **10 minutes** | **10:20 – 10:30** |
|  |  |  |
| **Session 2** |  |  |
| Welcome Back, Introduction of next sessions | 5 minutes | 10:30 – 10:35 |
| Go to Breakout sessions | 5 minutes | 10:35 – 10:40 |
| Breakout Sessions – (Insert topics for discussion) | 30 minutes | 10:40 – 11:10 |
| Share ideas in Main Room | 20 minutes | 11:10 – 11:30 |
| Wrap up | 15 minutes | 11:30 – 11:45 |
|  | 75 minutes |  |
|  |  |  |
|  | **165 minutes** |  |