

Template Virtual Event Remarks

Opening Script

Hello everyone, I'm [NAME], an [Title] and I'm so excited to welcome you to our *NCJWebinar for Leaders!* The National Council of Jewish Women has launched a uniquely tailored version of the NCJWebinar series open exclusively to our leadership network and dedicated to creating an online space to connect, learn together, and provide leadership training and skills.

[If the audience is new to NCJW, insert a short description for NCJW and its mission.]

[Insert short description of the webinar topic and its importance.] In the next hour we'll learn [insert content].

We're so glad you are able to join us today!

A few housekeeping notes before we get started:

- You'll notice everyone's mics are muted. This is to prevent background noise. You are welcome to unmute during group discussions, and we'll let you know when it's time.
- Feel free to write questions down or drop them in the chat box as we go along, and we'll have time to review them at the end.
- Write in the chat if you are experiencing ongoing technical issues, but please note our limited capacity to address issues while the webinar is running.
- Please note, we are recording the webinar and will upload it to our website to share with those who cannot attend in person.

With that, it is my pleasure to introduce:

[Insert bio, approx. 75 words]

We are very pleased to welcome [speaker name(s)] to lead us today in this important and timely session on tools for developing leaders.

Pass it off to [speaker].

Closing Script:

Well, that's all the time we have for today. Thank you so much for joining us to learn about [insert topic]. The recording of this webinar will be shared with everyone who registered in the next few days and posted on our website along with the resources from the training.

Your feedback is important as we plan future trainings in the NCJWebinars Leadership Series. Please post in the chat one next step you're committed to taking after this webinar. And take a moment to complete the poll on your screen about this webinar. If you have any constructive feedback, please email [contact name] at [contact email].

Join us next on [date] for [event title] led by [speaker]. [Insert one or two lines of event description].

Thank you so much to [speaker names] for sharing their expertise, and thank you again for joining.

Please stay well and we look forward to seeing you again soon.