**Henry Rothschild Memorial Lecture**

**Wednesday 15 February 2023, 6-8pm**

**Draft running order**

|  |  |  |
| --- | --- | --- |
| Activity | Timings | What |
| RNB Group arrive to set up AV | 3.30pm  | AV set up – jaw line microphone, handheld microphone and speakers |
| Guests arrive | By 6pm |  |
| Julie Milne | 6.05 - 6.10pm  | Words of welcome and handover to Prof Caron Gentry |
| Professor Caron Gentry, Northumbria | 6.20 - 6.25pm | Words of thanks and handover to Liz Rothschild |
| Liz Rothschild | 6.10 - 6.20pm | Launch 2023 bursary and handover to Mella Shaw **(recording)** |
| Mella Shaw | 6.25 - 6.40pm | Bursary update **(recording)**  |
| Dr Neil Ewins | 6.40pm | Chairing the event, handover to Dr Neil Brownsword |
| Lecture – Dr Neil Brownsword | 6.45 - 7.30pm | Lecture |
| Q&A – chaired by Dr Neil Ewins | 7.30 - 7.50pm |  |
| Time buffer | 7.50 - 8pm |  |
| Guests depart | 8pm |  |
| Taxis to Eslington Villa | 8.15pm |  |
| Meal at Eslington Villa | 8.30pm | 1. Neil Brownsword2. Neil Ewins3. Liz Rothschild4. Ronald Pile5. Julie Milne6. Keith Merrin |
| RNB Group pick up AV equipment following morning | 9am (Thurs 16 Feb) |  |

Set up

* Couple of trestle tables for the drinks/bar - right hand side by clock.
* Fridge to chill wine / soft drinks
* Approx 100 seats (theatre style) facing towards Tintoretto, in rows.
* Projector
* Lectern