



Leading Your *Type 1 Talk* Event

1. Arrive early to set up.

Make sure your space is set up to accommodate your guests so they can all view or hear the Type 1 Talk presentation. Test out the computer, internet connection, and sound again. Put out any materials like sign-in sheets, nametag, snacks and beverages.

2. Welcome guests.

Stand near the door to welcome all guests as they arrive. If you cannot be at the door, assign a friend to serve as the greeter. Encourage people to sign in so you can keep a record of who attended your event for any future correspondence. They will have the choice to sign up as a JDRF advocate. *We will not contact them if they do not sign up as an advocate.*

3. Introductions

Allow some time before the live broadcast to go around the room and have people introduce themselves. They can tell their type 1 story or why they were looking to attend a *Type 1 Talk* event.

4. Watch the live UStream Broadcast at 3pm EDT.

Be sure to log in a few minutes early at <http://www.ustream.tv/channel/jdrf-advocacy> to watch our special World Diabetes Day presentation. We'll be discussing topics that have been submitted and voted on by you! The presentation will run about an hour and will include time for Q&A.

5. Encourage guests to submit questions.

We'll be taking questions through UStream, Twitter, Facebook, text message, and over the phone. As we get closer to the event, we'll share the details on how to submit questions.

6. Get the local conversation started.

This is your chance to talk with others impacted by type 1 in your community. Spend some time getting thoughts on the live broadcast. Also take this time to talk about local issues that are affecting the community. See if folks would like to schedule regular meetings with each other. This is your chance to decide what you'd like to do as a community.

7. Wrap up.

Thank everybody for attending. Remind folks to sign in on the sign-up sheets so they can receive future communications from you and/or JDRF. Pass around attendee surveys to gather feedback on the program.