

## Webinar running order

<b>Name of webinar:</b>	<b>FIGO French Webinar: (FR) La chirurgie gynécologique à l'ère de la Covid / (EN) Gynecologic surgery in the time of COVID-19</b>
<b>Time of webinar:</b>	19th January 2021, 17:00 12:00 (Québec) / 18:00 (Paris, Tunis) / 19:00 (Beirut) (UK, Senegal)
<b>Facilitator:</b>	Francesca Hearing (supported by Georgia)
<b>Chairs:</b>	Pr. Leila Attia (Tunisia), Pr. Michelle Nisolle (Belgium), Pr. Cheikh Cissé (Sénégal), Pr. Philippe Descamps (France)
<b>Speakers:</b>	Dr Faysal El Kak (Lebanon), Pr. Hervé Fernandez (France), Pr. Philippe Laberge (Canada), Pr. JM Classe (France), Pr. Sassi Boughizane (Tunisie)
<b>Speakers link:</b>	Unique link sent via email
<b>Registration link:</b>	<a href="https://us02web.zoom.us/webinar/register/WN_XiZxBWppTGeZIP4W2H1u5g">https://us02web.zoom.us/webinar/register/WN_XiZxBWppTGeZIP4W2H1u5g</a>
<b>Information / link how to join engagement tools:</b>	Q&A/Polling system in Zoom Webinar

Time (GMT)	Content	Screen share	Actions	Person responsible
16:30	Final rehearsal (webinar platform, presentations)	n/a		Francesca, Georgia
16:45	All presenters on line, final technical check (video, sound, lighting, presentations)	all video and sound	Everyone online, testing their sound, video and presentations.	All
16:55	Webinar pre-start	Welcome video Welcome slide	Video and sound off for all	Francesca shares video Georgia shares slide

17:00	Webinar start and welcome  [scripted welcome and housekeeping rules]  Handover to Faysal	Francesca video	video and sound off for all other speakers	Francesca
17:02	Welcome from Faysal, who also names all speakers	Faysal slides	video and sound off for all other speakers	Faysal Georgia to be ready with slides
17:04	Faysal introduces Philippe Descamps as the first Chair of the Webinar	Faysal and Philippe video	video and sound off for all other speakers	Faysal and Philippe
17:05	Philippe introduces all chairs and speakers, and outlines the agenda for the webinar Philippe introduces Hervé Fernandez as first speaker	Philippe video	video and sound off for all other speakers	Philippe
<b>17:08</b>	<b>Pr. Hervé Fernandez presentation: Chirurgie Gynécologique pour pathologies bénignes à l'ère du Covid : ce qui a changé dans nos pratiques, en France (15m)</b>	HF Slides	video and sound off for all other speakers	Hervé Francesca ready with slides
17:23	[Chair 2] thanks Hervé and reminds participants to leave questions in Q&A [Chair 2] introduces Philippe Laberge as second speaker	PD video	video and sound off for all other speakers	PD
<b>17:24</b>	<b>Pr. Philippe Laberge presentation: Chirurgie Gynécologique pour pathologies bénignes à l'ère du Covid : ce qui a changé dans nos pratiques, au Québec (15m)</b>	PL Slides	video and sound off for all other speakers	PL Georgia ready with slides
17:39	[Chair 3] thanks PL and reminds participants to leave questions in Q&A [Chair 3] introduces Pr. JM Classe as third speaker	PD video	video and sound off for all other speakers	PD

17:40	<b>Pr. JM Classe presentation: Chirurgie gynécologique Oncologique : Les leçons du Covid (15m)</b>	JM Classe slides	video and sound off for all other speakers	JM Classe Francesca ready with Slides
17:55	[Chair 4] thanks JM Classe and reminds participants to leave questions in Q&A	Frank and JM Classe video	video and sound off for all other speakers	Frank and JM Classe
17:56	<b>[Chair 4] invites chairs &amp; speakers to join panel discussion 1 (15m)</b>	Video of all contributing speakers	video and sound on for all contributing speakers to first panel	All speakers
18:11	Philippe thanks panel and reminds participants to leave questions in Q&A Philippe introduces Sassi as fourth speaker	Philippe video	video and sound off for all other speakers	Philippe Descamps
18:12	<b>Pr. Sassi Boughizane presentation: Les entraves au développement de la coelio-chirurgie dans les pays en voie de développement (15 min)</b>	Pr. Boughizane Slides	video and sound off for all other speakers	Pr. Boughizane Georgia ready with Slides
18:27	[Chair 2] thanks SB and reminds participants to leave questions in Q&A	Philippe video	video and sound off for all other speakers	Philippe Descamps
18:28	<b>[Chair 3] invites all speakers to join in panel discussion 2</b>	All speakers video	Video and sound on for all contributing speakers to second panel	All speakers
18:43	Philippe Descamps thanks the audience for all the questions and all the speakers for their input  Philippe summarises the key points from the session	Philippe video	video and sound off for all other speakers	Philippe

18:45	Faysal closes the webinar	Faysal Slide	video and sound off for all other speakers	Faysal Georgia ready with Slides
18:46	End of live feed to webinar	Closing slide	all video and sound off	Georgia ready with Slides