Emcee's Script

**1. Opening (13:30 - 13:35, 5 minutes)**

(1) Opening declaration

Well, it's time, so let's get started.

Thank you very much for your participation today.

From now, we will start CSR/Sustainable Procurement Training.

(2) Supervisor’s greetings

First, on behalf of the training management office, Mr./Ms. XX would like to welcome you.

　　Mr./Ms. XX, please say a few words.

　~ Greetings from Mr./Ms. XX (2 minutes) ~ Thank you very much.

　My name is XX, XXXXXXX, and I will be your emcee for today's event.

(3) Information about the venue

　　Our venue today is XXXXXXXXXXXXXX.

Let me introduce the venue very briefly.

　　· The restrooms are located on the left side of the elevator, behind the hot water supply room.

　　· Beverage vending machines are located between this room and the elevator.

· We are unable to accommodate smoking. The building is non-smoking throughout and smoking on the street is prohibited as well.

· The disaster evacuation route is the staircase through the door immediately to the left of the elevator.

　However, in the event of a disaster, please remain in this room and follow the instructions issued by person of XXXXXXXX.

We ask that you kindly take your own trash with you after the event.

(4) Schedule

　　Today's schedule is shown on the front cover and here in front of you, so please take a look.

(5) Check your handouts

　　Please take a look at the materials we have handed out for use in today's training.

　　· Lecture Slides

　　· Questionnaire (1 sheet front and back)　We ask you to please fill it out and return it to us when you leave.

　　If any of these materials are missing or incomplete, please let us know even during the lecture.

(6) Other points to keep in mind

　　· You will find name holders on the table. Please insert your business card into the holder and wear it on your chest.

　　· Please refrain from using your camera or smartphone to shoot photos or videos or to make audio recordings.

Also, please be aware that we may take photographs as a record of this workshop and use the photos for publicity purposes.

If you have any questions about photography, please contact the staff beforehand.

　　· Time permitting, we will take questions during the lecture.

There will also be a period for questions at the end.

**2. Lecture (13:35 - 14:20, 45 minutes)**

Now it's time for the first lecture from Mr./Ms. XX on the Basic Concept of CSR Procurement: "Introduction to CSR/Sustainable Procurement."

Mr./Ms. XX, please begin.

1. **Self-introduction & sharing time (14:20 - 14:30, 10 minutes)**

　　Mr./Ms. XX, thank you very much.

　　Now, for next about 10 minutes, I'd like you to introduce yourselves to the rest of the table and share your stories.

For example, you might want to share your company, your name, your experience in procurement, and the current status of your CSR/Sustainable procurement efforts.

　　Please go ahead and introduce yourselves starting now.

1. **Game of Choice (14:40 - 15:40, 60 minutes)**

Have you finished introducing yourselves? Now let's move on to the game.

Mr./Ms. XX, please proceed.

1. **Group discussion (15:40 - 16:10, 30 minutes)**

　Mr./Ms. XX, thank you very much. Now let's move on to the group discussion. For the next 30 minutes, until 16:10, please have a discussion with the other members of your group.

1. **Closing remarks (16:10 - 16:15, 5 minutes)**

Thank you very much for your hard work today at this long half-day event. This concludes the activities scheduled for today's workshop.

If you have questions about anything we've covered today, please raise your hand.

If not, let me make some final requests.

Please fill out the questionnaire and leave it upside-down on the table.

Also, please remove your business card from the name holder and leave the holder on the table.

Thank you very much for attending the CSR/Sustainable procurement training today.

Please be careful not to forget anything. Goodbye everyone.

<Tips for the emcee>

· Confirm the number of microphones (wireless and wired).

· Be sure to start exactly at the appointed time (even if all the members have not arrived by 13:30). There is a lot of material to cover in a short period of time.

· There is a lot to cover in just 5 minutes at the opening, so speak at a brisk pace.

· Make sure someone is ready with spare handouts in case any are missing or incomplete.

· There is only one break in the first half and none in the second half, so participants may need to leave the room at their own discretion.

· Everyone should feel free to exchange business cards.

· What if there's someone who doesn't want their photo used for publicity?

　→ Try to avoid this situation by identifying it in advance. Alternatively, find the photos in which they appear and delete them.

· What if the questions continue at the end of the meeting?

　→ If there are still questions at the end of the 5 minutes (16:15), extend the time and answer them. If it is later than 16:30, end the question period.

· Leave an empty chair near the microphone where the emcee can sit while others are speaking.