Event Title   
Date: May 20, 2019, Time: 4:00-6:00pm, Location: Zinner Foum

Reception starts at 4:00

4:30 Host welcomes everyone, introduces Keynote Speaker

4:35  Keynote Speaker

4:45  Host invites second speaker up

4:50  Speaker presents slideshow/video

4:55 Host thanks everyone for coming and concludes event

5:00 Reception continues

5:45 Begin clean up