

Chat Script Template

Script Language

Land Acknowledgment:

As guests, Algonquin College is proud to acknowledge that today's event is taking place on the traditional unceded unsurrendered territory of the Anishinaabe Algonquin people.

Zoom Housekeeping:

Before we begin, I'm going to go over a few Zoom housekeeping items. This [insert event] is meant to be engaging and a space for us to connect, so I encourage everyone to use the chat, have your cameras on, and share openly.

If you require closed captioning, please select the "CC" icon along the bottom of your Zoom toolbar and English subtitles are available.

Chat Content

Welcome:

Hello everyone and welcome to [insert event] Please feel free to use the chat tab to connect with our College Community throughout today's event. Thank you and enjoy!

Housekeeping:

This event is equipped with closed captioning. To enable closed captioning, please select the "CC" icon along the bottom of your Zoom toolbar.

Closing:

Thank you for taking part in today's event. We are so happy you joined us!

Additional Info:

- Include any links that pertain to event, for example:
 - Event website page
 - Website link to any resources mentioned
 - Website link to where to watch event after if it will be posted for viewing
 - Website link and social handles for guest speakers
 - Website link to any next steps or actionable items