

## SOCIAL MEDIA CONFERENCE SCHEDULE

Day/Session	Morning (7-1pm)	Afternoon (3- 6pm)	Evening (6pm-Closing post)
<b>Wednesday 6<sup>th</sup> Sept</b>	Yelango Ibanichukwu (B)  Otueneh Japhet (C)  Boma Longjohn (C)	Itekena Iyowuna (B)  Duke Nicholas Ibadabo Victor (C)  Ebenezer James (C)	Boma Longjohn (B)  Timothy Idanye Furo (C)  Eze Emmanuel Uzoma (C)
	SCHEDULED INTERVIEW : REGISTRATION TEAM    BAND    CHOIR  BOMA LONGJOHN (A)		
<b>Thursday 7<sup>th</sup> Sept</b>	Itekena Iyowuna (B)  Ebenezer James (C)  Wariso Tamuo-omi Daniel (C)	Boma Longjohn (B)  Otueneh Japhet (C)  Ibitamuno Benstowe (C)	Yelango Ibanichukwu (B)  Timothy Idanye Furo (C)  Itekena Iyowuna (C)

	<p>SCHEDULED INTERVIEW : SEMINAR 1 SPEAKER    MEDICAL TEAM    USHERING</p> <p>IBITAMUNO BENSTOWE (A)</p>		
<b>Friday</b> <b>8<sup>th</sup> September</b>	Ibitamuno Benstowe (B) Boma Longjohn (C) Otueneh Japhet (C)	Yelango Ibanichukwu (B) Eze Emmanuel Uzoma (C) Duke Nicholas Ibidabo Victor (C)	Itekena Iyowuna (B) Timothy Idanye Furo (C) Ebenezer James (C)
	<p>SCHEDULED INTERVIEW : SEMINAR 2 SPEAKER    SUBTHEME SPEAKER    BISHOP</p> <p>YELANGO IBANICHUKUWU (A)</p>		
<b>Saturday</b> <b>9<sup>th</sup> September</b>	Felix Ikpotor(B) Yelango Ibanichukwu (C) Itekena Iyowuna (c)	Boma Longjohn (B) Felix Ikpotor(C) Yelango Ibanichukwu (C)	Ibitamuno Benstowe (B) Timothy Idanye Furo (C) Wariso Tamuo-omi Daniel (C)

	SCHEDULED INTERVIEW : SEMINAR 3 SPEAKER    MAINTHEME SPEAKER    MEDIA	
	FELIX IKPOTOR (A)	
Sunday 10 <sup>th</sup> September	Boma Longjohn (B) Yelango Ibanichukwu (C) Felix Ikpotor(C)	<b>DEPARTURE</b>
	SCHEDULED INTERVIEW : ANY SPILL OVERS /REMNNANT	
	ITEKENA IYOWUNA (A)	

**LEGEND:** A-Scheduled Interviews

B-Page Management

C- Creating content for 'highlights of the day section.

**Notes**

**SCHEDULED INTERVIEWS**

- A list of interview questions will be created and hence the person in charge should ensure it is followed thus for easy of post-production.
- You are responsible for liaising and organizing with the party to be interviewed beforehand.
- You are responsible for informing and following up with the videography teams for the scheduled interview.

## **PAGE MANAGEMENT**

- A posting checklist will be created to serve as a guide for the sequence of post on the various social media platforms and should be used.
- Captions will also be created to follow these posts and could easily be used.
- You are expected to monitor the live streams from time to time to ensure there is no glitch, watch out for live chats too and respond to them stream and then report to control if there be any glitches.
- You are expected to reach out to the photography department for the watermarked photo after every concerned session.
- You are expected to reach out to the control department for infographics after the main and subtheme sessions.
- You are expected to receive and save on the social media laptop, in the appropriate file, the content for highlight of the day.
- The morning /opening post will be scheduled for 6 am ever morning (Facebook and Instagram only), kindly ensure this before you proceed with the first post of the day if you are on morning sessions.
- If you work in the evening sessions, you are expected to work hand in hand with the person managing the highlight of the day feedback to compile it and have it posted on the various platforms.
- If you work in the evening sessions, you are expected to close the day after you are done using the closing post for that day.

## **HIGHLIGHT FOR THE DAY REEL**

- You are required to get at least two short action contents (video or picture) that will eventually be compiled together.
- You are required to record while chatting with at least two conferees (Keep it short: Just introduction and one real time question about the conference)
- A question guide will be provided for the real time conferee chat, however, feel free to explore your creativity.
- After creating your contents, you are to submit it to the person on duty for page management.