**TTX17 Agenda Template**

## Introduction

An agenda can be used for the exercise management team, participants, and evaluators. It provides a schedule of events.

## Template

Title: Agenda for [**NAME**] tabletop exercise

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

*Suggested content:*

***Example agenda for the tabletop exercise***

**Pre-exercise briefing**

**Date:** **Time:** 08:00 – 17:00 **Location:** XXXX

|  |  |  |
| --- | --- | --- |
| ***Start Time*** | ***Session*** | ***Who*** |
| *08:00* | *Official opening & welcome* | *Senior leadership* |
| *08:30* | *Presentation on what the simulation is, how it will work and what is expected from the participants.**Simulation agenda & Q&A* | *Lead facilitator*  |
| *09:00* | *Start of the exercise – Session 1* | *Lead facilitator* |
| *10:30* | *Coffee break* |  |
| *10:45* | *Session 2* | *Lead facilitator* |
| *12:30* | *Lunch* |  |
| *14:00* | *Debriefing session* | *Lead evaluator* |
| *15:30* | *Coffee break* |  |
| *16:00* | *Way forward* | *Lead evaluator* |
| *16:30* | *Closing ceremony* | *Senior leadership* |
| *17:00* | *End* |  |