

DRAFT RUN OF SHOW

LAUNCH OF THE AI UNIPOD & NATIONAL FLAG-OFF CEREMONY

J.F. Adde Ajayi Auditorium, University of Lagos • 7 April 2026 • 09:30 – 13:00WAT

This run of show details every bit of the event in **sequence**, including transition cues, focal points, and production notes. Each segment flows directly into the next. Transition boxes (**green**) signal movement between venues or stages. Notes (**amber**) flag important coordination points for the core planning team.

PRE-EVENT	09:00 AM 30Min Pre-Event	Guest Arrival & Seating <i>J.F. Adde Ajayi Auditorium — Main Hall</i>
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TIME	ACTIVITY	FOCAL POINT
09:00	Doors open. Ushers guide guests, delegates, and media to assigned seats. Ambient pre-event slides and loop video run on the main screen.	<i>MC / Ushers / AV Team</i>
09:30	All general guests fully seated. MC takes the floor, opens the holding programme — welcomes guests, introduces the context of the event, and manages the auditorium ahead of VVIP arrival.	<i>MC</i>
09:30–10:30	MC runs a curated 60-minute holding programme including: looping AI UniPod explainer video, vox-pop reels from Nigerian AI innovators, and live floor engagement.	<i>MC / AV Team</i>

NOTE

The MC to be fully briefed and empowered to hold the auditorium for up to 60 minutes without VVIP. Holding content should be engaging but non-final — save the main energy for the official programme.

➡ TRANSITION

Protocol team confirms to the MC that the VVIP convoy is en route. MC alerts seated guests: 'His Excellency the Vice President is now en route.' Ushers do a final seating check. AV team holds on holding content.

SEGMENT 1	09:30 AM 20 min	VVIP Arrival & Courtesy Reception <i>Senate Building — Senate Chamber</i>
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TIME	ACTIVITY	FOCAL POINT
09:30	H.E. the Vice President arrives at the Senate Chamber. Received by the Vice Chancellor, UNDP Resident Representative, and TETFUND Executive Secretary.	<i>VC / UNDP RR / TETFUND ES</i>
09:35	Courtesy meeting — H.E. the VP meets key dignitaries. Private introductions and brief exchange.	<i>Protocol Team</i>
09:50	H.E. the VP is escorted toward the Auditorium Landing Area to commence the AI Market Place walkthrough.	<i>VC / Protocol Lead</i>

➡ TRANSITION

Protocol team leads VVIP escort from Senate Chamber to the Auditorium Landing Area. Media pool repositions to Landing Area. MC in auditorium informs seated guests: 'H.E. the Vice President is now making his way to the AI Market Place — our programme begins shortly.'

SEGMENT 2	10:00 AM 30 min	AI Market Place & Showcase <i>Auditorium Landing Area</i>
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TIME	ACTIVITY	FOCAL POINT
10:00	H.E. the VP arrives at the Landing Area. Guided walkthrough begins — young Nigerian innovators showcase AI-powered transformation projects at designated stands.	VC / UNDP RR / Innovators
10:00– 10:25	H.E. the VP engages innovators at each stand. UNDP RR and VC provide narrative context for each showcase. Photo and video opportunities at every stand.	UNDP RR / VC / Media Team
10:25	MC signals the 5-minute warning to close Market Place interactions and prepare for transition to the Main Auditorium.	Protocol Lead / MC
10:30	H.E. the VP transitions toward the Main Auditorium, escorted by the Vice Chancellor.	VC

NOTE
Innovators must be thoroughly briefed. 60-second maximum pitch per stand. Ensure each stand has a clear visual/demo running. A clear run of show for the AI Market Place including profiles of the Innovators. Brief to be shared with VP's aide in advance on the showcase sequence to avoid dwell-time overruns. Event planner to ensure there is technology to livestream the Market Place.

TRANSITION
 VVIP moves from Landing Area to the Main Auditorium entrance. AV team in the Main Hall transitions screen from holding content to official opening graphic. MC takes the podium and announces H.E.'s imminent arrival to the auditorium.

SEGMENT 3	10:30 AM 60 min	Official Ceremony <i>J.F. Adde Ajayi Auditorium — Main Stage</i>
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TIME	ACTIVITY / CUE	FOCAL POINT
10:30	National Anthem performed as H.E. the VP takes his seat on the high table.	UniLag Student Choir
10:35	Welcome & Opening Remarks — Vice Chancellor, University of Lagos. Sets the stage and formally welcomes all guests.	Vice Chancellor
	Remarks — UNDP Nigeria Resident Representative. Frames the UniPod within the broader UNDP's accompaniment to Nigeria's development trajectory.	UNDP Resident Representative
	Remarks — Executive Secretary, TETFUND. Highlights the Federal Government's investment in tertiary education and Nigeria's knowledge economy.	TETFUND Executive Secretary
	Inspiration Slot — Saheed Azeez, Founder, YarnGPT.ai. Short, energising address from a young Nigerian AI innovator.	Saheed Azeez
	Remarks — Honourable Minister, Communications, Innovation & Digital Economy.	Hon. Minister Comms & Digital
	Remarks — Honourable Minister of Education.	Hon. Minister of Education
	Remarks — H.E. the Executive Governor of Lagos State.	Executive Governor, Lagos State
	Video Presentation — Introduction to the AI UniPod. Produced by Nabou.ai. Plays on main screen	Nabou.ai / AV Team
11:15	Formal Keynote Address & Official Launch Declaration — H.E. the Vice President of the Federal Republic of Nigeria.	H.E. the Vice President
11:35	Vote of Thanks — Vice Chancellor, University of Lagos.	Vice Chancellor
11:38	Group Photographs — VVIP, dignitaries, and sponsors. Protocol team coordinates photo groups.	Protocol Team / Photographer

NOTE

Speeches are timed. The MC should bridge each speaker with a single connecting sentence to maintain narrative flow. Given the high level nature of the event, the MC to exercise **diplomatic-firmness** on time.

TRANSITION

MC formally closes the Official Ceremony segment and invites all guests to transition to the AI UniPod Facility for the Commissioning. Ushers guide guests. Protocol team escorts H.E. the VP and VVIP to the UniPod entrance ahead of guests.

SEGMENT 4

11:45 AM
50 min

Commissioning of the AI UniPod
AI UniPod Facility

TIME	ACTIVITY	FOCAL POINT
11:45	VVIP and dignitaries arrive at the AI UniPod Facility entrance. Official plaque unveiled by H.E. the VP	VC / UNDP RR
11:50	Guided tour of the UniPod begins. Innovators stationed in each lab showcase live AI solutions. UNDP RR and VC provide commentary as the group moves through each lab.	VC / UNDP RR / Innovators
12:20	Scaling Impact through Strategic Partnerships — brief announcement of key partnerships segment.	UNDP RR / TETFUND ES
12:35	Brief Reflections — H.E. the Vice President offers closing remarks from within the UniPod.	H.E. the Vice President
12:45	Vote of Thanks. VVIPs depart. Guests and media are free to continue exploring the facility.	Vice Chancellor / Protocol

NOTE

Tour groups should be managed in controlled cohorts to avoid overcrowding in each lab. Innovators in each lab must have a 60 second demo cued and ready. Ensure AV and Wi-Fi connectivity in the UniPod is tested prior to event day. Live streaming to be guaranteed for the guests in the main hall.

END OF PROGRAMME — 13:00PM