

TM - Meeting

Time	Min.		Topic	Responsibility
19:01 - 19:15	15		Opening	Chairman
	2		>>> Calls meeting to order	
	5		>>> Introduces the guests	
	4		>>> Mirthmaster	
	4		>>> Word of the Evening	
19:16 - 19:30	14		Business Session	
	13		>>> Gives/calls for reports; other business	
	1		>>> Introduces TM of the Evening	
19:30 - 19:35	6		Educational Session	TM of the Evening
	3		>>> Explains the Evening	
	2		>>> Invites GE to introduce his team	
	1		>>> Introduces Table Topics Master	
19:36 - 20:00	25		TABLE TOPICS	Table Topics Master
	24		>>> Conducts Table Topic session	
	1		>>> Returns control to the TM of the Eve.	
20:01 - 21:00	60		DINNER	
21:01 - 21:30	30		PREPARED SPEECHES	TM of the Evening
			>>> Introduces the respective Speaker	
			Speech 1	
			Speech 2	
			Speech 3	
			Speech 4	
			>>> Introduces the GE	
21:31 - 21:52	22		EVALUATION SESSION	General Evaluator
			>>> Calls for evaluations/reports	
	12	(a)	Evaluation of Speech Nr 1	
			Evaluation of Speech Nr 2	
			Evaluation of Speech Nr 3	
			Evaluation of Speech Nr 4	
	6	(b)	Timer's Report	
			Grammarians Report	
			Ah-Counter's Report	
	2	(c)	Evaluation of the Meeting	General Evaluator
	2	(d)	Ballot counter's Report	
			>>> returns control to the TM of the Eve.	
21:53 - 21:54	2		Presentation of Awards	TM of the Evening
			>>> returns control to the Chairman	
21:55 - 22:00	6		Closing	Chairman
	4		>>> Asks guests for comments	
	1		>>> Makes closing comments	
	1		>>> Adjourns the meeting	