*Before the meeting:*

**ROLES**

Timekeeper:

Ah counter:

Grammarian:

Vote-counter:

TTM:

General Evaluator:

* print agenda/attendence sheet, consult schedule, collect information about speakers

*Arriving 10 minutes before meeting:*

* assign roles, collect props, arrange meeting room

*Starting the meeting:*

* introduce yourself, ease the atmosphere, welcome newcomers
* explain the schedule of the meeting and let role-takers explain their roles
* conduct a warm-up round

**WORD OF THE DAY**

* (throughout the meeting use and encourage the use of the word of the day)

*Introducing speakers:*

* mention personal things, mention manual/project objectives, state length of the speech!
* give the title of the speech

**Speaker 1** Name: Project No: Title:

Personal notes:

Speech objectives (from manual):

Length:

**Speaker 2** Name: Project No: Title:

Personal notes:

Speech objectives (from manual):

Length:

**Speaker 3** Name: Project No: Title:

Personal notes:

Speech objectives (from manual):

Length:

*After each speech*- compliment each speaker, writing individual comments on ballott sheet (1min)

*After the three speeches:*

* collect best speaker votes
* introduce the table topics master
* state length of TTs!

*After table topics*- give positive comment on table topics, collect best table topics speaker votes

*Announcing the last part of the meeting:*

* state length of evaluations, call out evaluators

*After evaluations:*

* collect best evaluator votes
* comment on TMs performance on ballot sheet (1min)

*Introducing the GE:*

* ask GE to call for reports and evaluate meeting
* state length of general evaluation!

*Closing the meeting:*

* announce next meeting time/location, request any announcements
* refer newcomers to VPs
* collect attendence sheet and give it to B. Bea, K. Balázs, or any other VP

Warning: Creativity is highly appreciated, feel free to use quotes, mini filler stories, short jokes, innovative warm-up topics, etc.