



- * Tier 1 / 15 seats or fewer (90-minute meeting)
- * Tier 2 / 16 to 24 seats
- (90-minute meeting)



* Tier 3 / 25 seats and more (120-minute meeting)

INFORMATION & TRAINING

OPENING WELCOME **GR TOOL BOX GR NEWS** 10 (10

MINUTE OF PRESENTATION REFERRALS CONCLUSION NETWORKING CLOSING 15 5

Secretary / Treasurer

Explanation of

methodology,

and business

- Complete the

meeting form

referrals,

figures

ACTION

Board

- Prepare the room 20 minutes before the meeting Ask guests for 2 business cards
- Take the meal orders

President

- Welcome speech - Set cell phones on silent mode
- Introduction of the **Board of Directors** (name and role)
- Welcome the guests Present the meeting agenda

Vice-President

- ▶ 1 minute: Speaker & topic introduction
- ▶ 13 minutes: Conference
- ▶ 5 minutes: Q\&A session

Secretary / Treasurer

- ▶ 1 minute
- Present the next toolbox
- Confirm the 4 upcoming toolboxes

Secretary / Treasurer

- GR news
- Local news

President · Explanation of the one-

minute presentation and methodology

- ▶ * 90 seconds for 2 seats
- ▶ * 2 minutes for a new member
- ▶ * 1 minute per guest

* Tier 1 / 15 seats or fewer (1 minute)

- ▶ * 1 minute per member

- §* Tier 2 / 16 to 24 seats (40 seconds)
- ▶ * 40 seconds per member
- ▶ * 1 minute for 2 seats
- ▶ * 75 seconds for a new member
- ▶ * 1 minute per guest



- * Tier 3 / 25 seats and more (30 seconds)
- ▶ * 30 seconds per member
- ▶ * 45 seconds for 2 seats
- * 1 minute for a new member
- ▶ * 30 seconds per guest

- Present current
- promotions Invite non-

President

members to join **GR** International

ΑII

- Engaged networking

registration management room

Board

Guest and

President

 Official closing of the meeting





- * Tier 1/15 seats or fewer (90-minute meeting)
 * Tier 2/16 to 24 seats (90-minute meeting)
 * Tier 3/25 seats and more (90-minute meeting)

INFORMATION & TRAINING ACTION BREAKOUT ROOM INTERACTION WELCOME **GR TOOL BOX GR NEWS** MINUTE OF PRESENTATION **REFERRALS** CONCLUSION **SESSION 1 SESSION 2 OPENING** CLOSING 5 💨 5 🗐) 25 🕌 10 🕌 10 10 ﷺ Board President Vice-President Secretary / Treasurer President Secretary / Treasurer President ΑII President Open the room Welcome speech ▶ 1 minute: Speaker & topic GR news Explanation of the one-Explanation of Present Engaged networking Official closing of 15 minutes - Mute your introduction Local news minute presentation and referrals, current the meeting before the microphone ▶ 13 minutes: Conference methodology methodology, promotions meeting and Turn on your ▶ 5 minutes: Q\&A session and business Invite non-Board * Tier 1 / 15 seats or fewer (1 minute) welcome visitors. camera figures members to join ▶ * 1 minute per member Provide a Self-identification • Fill out the **GR** International ▶ * 90 seconds for 2 seats dedicated room Introduction of the meeting form Secretary / Treasurer ▶ * 2 minutes for a new member for guest **Board of Directors** ▶ * 1 minute per guest registration (name and role) ▶ 1 minute management Welcome the guests Present the next toolbox * Tier 2 / 16 to 24 seats (40 seconds) Present the meeting Confirm the 4 upcoming ▶ * 40 seconds per member agenda toolboxes ▶ * 1 minute for 2 seats ▶ * 75 seconds for a new member ▶ * 1 minute per guest * Tier 3 / 25 seats and more (30 seconds) ▶ * 30 seconds per member ▶ * 45 seconds for 2 seats ▶ * 1 minute for a new member

▶ * 30 seconds per guest