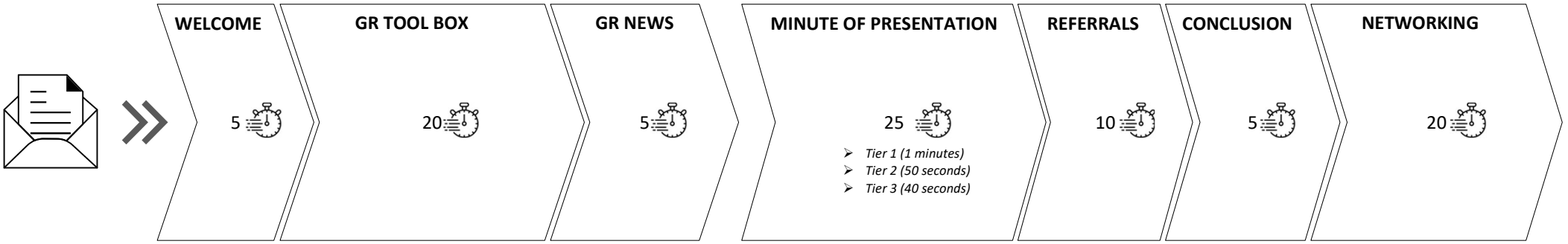
Meeting sequence
« *In-person ©* » FORMULA

INFORMATION & TRAINING

ACTION



Greeter

- « Welcome » email

Board

- Place the room 20 min. before the meeting.
- Guests request 2 business cards
- Taking orders

Vice-President

- **-1 minute**
  Presents topic & speaker
- **15 minutes**
  Conference
- **5 minutes**
  Question Period

Secretary/Treasurer

- GR news
- Local news

President

- 1 minute per member
- 2 seats, 90 seconds
- New member: 2 min.
- Guests: 1 minute

Sec. /Treasurer

- Fill out the meeting form

President

- Positive conclusion
- Invite non-members to join GR International.

All

- Engaged networking

President

- Welcome word
- Muted cell phone
- Introduces Board (Name and position in the Board)
- Welcome to Guests
- Explains meeting sequence.

Secretary/Treasurer

- **-1 minute**
- Present the following toolbox
- Validate that the next four toolboxes

Board

- Managing guests and registrations

= Minute

Tier 1; Group of 10 to 19 seats (1 minute)
Tier 2; Group of 20 to 29 seats (50 seconds)
Tier 3; Group of 30 seats and more (40 seconds)

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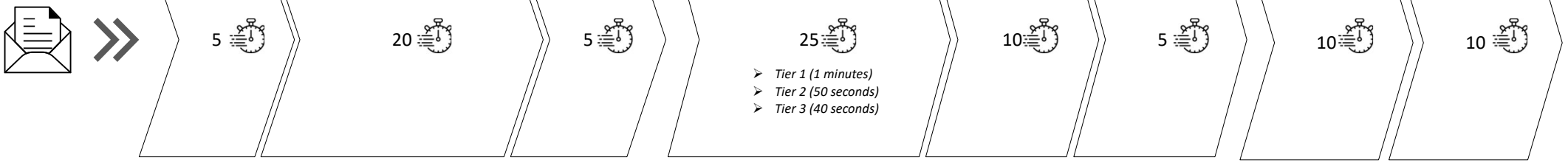
Meeting sequence
« *Virtual* © » FORMULA



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- Positive conclusion
- Invite non-members to join GR International.

Board

- Managing guests and registrations

All

- Engaged Networking

Room Openings:

- One room for memberships and questions.
- Other rooms for networking among members.

= Minute

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