

Time Keeper

Preparation before the meeting

- Ask speakers for the target time of their speech
- Prepare lighting system (traffic signal) and stopwatch for timing

Time Table Topics, speakers and evaluators

Table Topic Speakers

● 1:00 min ● 1:30 min ● 2:00 min

TABLE TOPIC SPEAKER	TIME
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time

TABLE TOPIC SPEAKER	TIME
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time
Name	Time

Speakers

If Target Time 7:00 min: ● 5:00 min ● 6:00 min ● 7:00 min

SPEAKER NAME	TARGET TIME	TIME FRAME	TIME
Name	Time	Green Yellow Red	Time
Name	Time	Green Yellow Red	Time
Name	Time	Green Yellow Red	Time
Name	Time	Green Yellow Red	Time

Speech Evaluators

● 2:00 min ● 2:30 min ● 3:00 min

SPEECH EVALUATOR	TIME
Name	Time
Name	Time
Name	Time
Name	Time

Presentation of Results

Present timing results

HANDOVER TO GENERAL EVALUATOR

Name
