



The **TIMER** Role

Role Description:

The purpose of the **Timer** is to assist all participants to the meeting in speaking within a defined timeframe. For example, a formal speech is 5-7 min, a Table Topic is 1-2 min and the Evaluations are 2-3 min. The **Timer** presents and monitors the specific timeframes for each segment and gives their report at the end of the meeting when called by the **General Evaluator**.

Segment	Timeframe	GREEN	YELLOW	RED
Ice Breaker	4-6 min	4 min	5 min	6 min
Formal Speech	5-7 min	5 min	6 min	7 min
Table Topics	1-2 min	1 min	1 min 30 sec	2 min
Formal Speech Evaluation	2-3 min	2 min	2 min 30 sec	3 min
General Evaluation	4-5 min	4 min	4 min 30 sec	5 min
Table Topics Evaluation (timing is done for the total time, not for each TT).	Total time: 1 min per TT + 1 min for Table Topic Master For example: <ul style="list-style-type: none"> When 4 TT, total time is 4+1= 5 min, thus 4 min 4 min 30 sec 5 min When 5 TT, total time is 5+1=6min, thus 5 min 4 min 30 sec 6 min 			
Introductions	Maximum 20 sec per participant			

Your tasks include:

- Present your role at the beginning of the meeting when called by the **Chairperson**.
- Kindly remind participants to stick to under 20 seconds introductions.
- Following the defined timeframes for each meeting segment, monitor the times and fill in the **Timer Report** (under) throughout the meeting.
- For in person meetings, use the **GREEN**, **YELLOW** and **RED cards**.
- For online meetings, rename yourself (Name-Timer) and use the **GREEN**, **YELLOW** and **RED backgrounds**. Remind participants to PIN you on their Zoom screens.



The **TIMER** Report

Meeting Segment	Member Name	Actual Time (min sec)	Within Timeframe?
Time meeting started:			Y or N
Introductions:			Y or N
Formal Speaker #1			Y or N
Formal Speaker #2			Y or N
Formal Speaker #3			Y or N
Table Topic #1			Y or N
Table Topic #2			Y or N
Table Topic #3			Y or N
Table Topic #4			Y or N
Table Topic #5			Y or N
Evaluator #1			Y or N
Evaluator #2			Y or N
Evaluator #3			Y or N
General Evaluator			Y or N
Time meeting adjourned:			Y or N