The TIMER Role

Role Description:

The purpose of the **Timer** is to assist all participants in 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**.

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.

SEGMENT	TIMEFRAME	GREEN	YELLOW	RED
Ice Breaker	4-6 minutes	4 minute	5 minute	6 minute
Formal Speech	5-7 minutes	5 minute	6 minute	7 minute
Table Topics	1-2 minutes	1 minute	1 minute & 30 sec	2 minutes
Speech Evaluation	2-3 minutes	2 minutes	2 minutes & 30 sec	3 minutes
General Evaluation	4-5 minutes	4 minutes	4 minutes & 30 sec	5 minutes
TT Evaluation (timing is done for the total time, not for each TT)	Total time: 1 minute per TT speaker + 1 minute for Table Topics Master. For example: - When 4 TT speaker, total time is 4+1=5 minutes, thus 4 minute GREEN - 4 minute & 30 seconds YELLOW - 5 minute RED			
Introductions	Maximum 20 seconds per participant			

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- For in person meetings, use the GREEN, YELLOW and RED cards.
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- Remind participants to PIN you on their Zoom screens.

MEETING SEGMENT	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
Table Topics Evaluator			Y or N
General Evaluator			Y or N
Time meeting adjourned:			Y or N