

Timer | Protocol

Date:

Name:

IF YOU ARE THE TIMER:

- Please enter speaking times on this form.
- Pay attention to the length of the break and end it.
- Do not read each speaking time at the end of the session.
- Just report that all but ... stayed within the time frame.
- The rule is that you may go over or under the times by 30 sec. each.
- Offer interested speakers to report their speaking time individually after the meeting.
- Be sure to keep other duties within time, e.g. president, moderator, general evaluator, table topics moderator. Signal if necessary if participants are taking too long to complete their task.
- Give this form to the secretary at the end of the meeting. bitte auf diesem Formular die Redezeiten ein.

Speech	see agenda	see agenda	see agenda
Table Topics	Grün ab: 1 Minute	Gelb ab: 1:30 Minuten	Rot: ab 2 Minuten
Evaluation	Grün ab: 2 Minuten	Gelb ab: 2:30 Minuten	Rot: ab 3 Minuten
TT-Evaluation	Grün ab: 4 Minuten	Gelb ab: 4:30 Minuten	Rot: ab 5 Minuten
Gesamtbewerter	Grün ab: 3 Minuten	Gelb ab: 4 Minuten	Rot: ab 5 Minuten

	Speaker	Time
Speech 1		
Speech 2		
Speech 3		

Table Topic 1		
Table Topic 2		
Table Topic 3		
Table Topic 4		
Table Topic 5		
Table Topic 6		

Table Topic 7		
Evaluator Speech 1		
Evaluator Speech 2		
Evaluator Speech 3		
Table Topic Eval.		
Grammarian		
Ah-Counter		
General Evaluator		

Remarks: