**TIMER’S SHEET**

You may introduce yourself/explain your role in any way you like. Have fun with it, make it your own!

For virtual meetings, please change your virtual background (if you know how), or use cards/fingers that are easy to see (if you use color cards, please ALSO write the name of the color on them to accommodate members with screens that do not show color well).

Your signals should remain visible throughout the intervals.

Please explain to members how to “Pin” your tile so that you remain visible to the speaker while they speak (blue button in top right corner of tile). If each speaker switches to Gallery View while they speak and “Pins” your tile, it will remain visible at the front.

**Purpose of Timer:** Keep track of all Speakers, Evaluators, General Evaluator, and Table Topics Speakers. AND keep track of time for written comments (1 min).

Essentially, GREEN is shown at minimum time, YELLOW one minute later, and RED at maximum time. After 30 s, the bell will sound indicating the speaker has gone over the limit and not eligible for vote). Review the times for Table Topics also.

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| --- | --- | --- | --- | --- |
| **Speeches** | Green | Yellow | Red | Bell |
| 4-6 min (Icebreaker) | 4:00 | 5:00 | 6:00 | 6:30 |
| 5-7 min | 5:00 | 6:00 | 7:00 | 7:30 |
| 6-8 min | 6:00 | 7:00 | 8:00 | 8:30 |
| 8-10 min | 8:00 | 9:00 | 10:00 | 10:30 |
| **Evaluator/Gen Eval** | 2:00 | 2:30 | 3:00 | 3:30 |
| **Table Topics-**no minimum | 0:45 | 1:00 | 1:15 | 1:30 |
| **Educational Moment** | 1:00 | 1:30 | 2:00 | 2:30 |