

Internet: <http://www.fbtm.org>

Sample Meeting Agenda



Venue: Umweltbundesamt (UBA), room 1042,
Bismarckplatz 1,
14193 Berlin Charlottenburg-Wilmersdorf,
(Bus 110 and 129, S-Bhf Halensee)

Time: 6:45 – 8:45 p.m.

Toastmaster of the Evening: Secretary
Theme of the meeting: Communication
Word of the Day: "cogent"

Time	Program Event	Speaker	Description
6:45	Welcome & Business Affairs	President	
6:48	Induction: New Member	VP-Membership	
6:50	Toastmaster	Secretary	
6:55	Toast with Sekt & Selters	Club Member	
6:58	Word of the Day	VP-Membership	
7:01	Table Topics	Club Member	
7:15	Speaker # 1	New Club Member	Title: "Insight" (CC 1) Objective: The Ice Breaker (4-6 min.)
7:25	Speaker # 2	Club Member	Title: (CC 3) Objective: Get to the Point (5-7 min.)
7:35	Speaker # 3	Club Member	Title: "Soccer Duck" Objective: Make them Laugh (8-10 min.) (#3 from The Entertaining Speaker Adv. Manual)
7:47	Speaker # 4	Club Member	Title: (AC)
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7:57- 8:05	Break		
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8:05	General Evaluator	Club Member	
8:10	Evaluator # 1	Club Member	evaluating New Club Member
8:15	Evaluator # 2	President	evaluating Club Member
8:20	Evaluator # 3	Club Member	evaluating Club Member
8:25	Evaluator # 4	Club Member	evaluating Club Member
8:30	Timer	Club Member	
8:33	Grammarian	Club Member	
8:38	Wizard of Ah Counter	VP-Education	
8:41	General Evaluator	Club Member	
8:45	Closing Address	President	

President:	Dagmar Klementz	Treasurer:	Benjamin Bruehl
VP Education:	Sina Folgner	Sergeant at Arms:	Rita Fakunmoju
VP Membership:	Ulf Lohse	Immediate Past President:	Rita Fakunmoju
VP Public Relations:	Renate Birkenstock	Area C2 Governor:	Charles Whitmer
Secretary:	Vera Pindter	Lt. Gov. Education & Training:	Benjamin Brühl