Tostmasters International Geneva

TME Guidelines

Start the meeting on time (usher people into the room, ask the Chairman to begin, etc.)

and ensure the meeting ends on time

Take the floor from Chairman (at Lectern)

Explain the agenda, including:
- Table Topics
- Dinner Break
- Prepared Speeches
- Evaluations
- Voting procedures (+ speakers who do not stop at the bell are disqualified)
- Training module (if any)

Introduce (with a brief description of their functions):
- General Evaluator
- Table Topics Evaluator (TTE)
- Timer
- Ah + "Word-for-the-Day" Counter
  - specify that counting applies to **all** participants, including Chairman and TME

Encourage everyone to pass comments to **all** speakers on slips of paper Announce the

"Word-for-the-Day"

Table Topics

Give the floor to Table Topics Master (at Lectern)

Write down the names of speakers as they come up to speak

- lead the applause after each Table Topic

Thank TYM (at Lectern)

Call on Timer for report on each 'TT' (given standing, not at Lectern)

Read out names of 'TT speakers (+ Topics if relevant)

+ names of anyone disqualified from the vote

Call for Vote for best 'TT speaker

- votes collected by Sergeant at Arms

Remind Timer to time TT Evaluator (3 min)

Call on TT Evaluator for Evaluation (given at Lectern)
- return to Lectern to thank TI' Evaluator

Dinner Break (about 30 minutes)

Open 2nd part of the meeting

Introduce EACH SPEAKER IN TURN, including short biography, speech no,
Manual objectives, title, and timing
- return to Lectern to thank Speaker
- lead the applause

Call on Timer for report on each speech (given standing, not at Lectern)
- write down names of Speakers

Read out names of Speakers + speech titles
+ names of anyone disqualified from the vote

Call for Vote for Best Speaker

- remind audience of voting criteria

Remind Timer to time each Speech Evaluator (3 min and General Evaluator *(5* min)

Call on Evaluator of each speech for Evaluation (given at Lectern)
- return to Lectern to thank each Speech Evaluator
- lead the applause

Call on Ah ± "Word-for-the-Day" Counter for Report (given standing, not at Lectern)
- report to include everyone who has spoken (including Chairman, TME, and
Evaluators)

Call on General Evaluator for report (given at Lectern)
- return to Lectern to thank General Evaluator
- lead the applause

Call on Timer for report on each Evaluator (given standing, not at Lectern)
- including 'TT Evaluator, Speech Evaluators, and General Evaluator
- write down names of Evaluators
- thank Timer

Read out names of Evaluators
+ names of anyone disqualified from the vote

Call for Vote for Best Evaluator
- votes collected by Sergeant at Arms

Give the floor back to Chairman (at Lectern)

Other responsibilities

1. The role of TME is allocated by the VP Education
2. **Allocate all other roles** + ensure a few days before the meeting that everyone will
   attend, or find replacements
3. Prepare, print, and make photocopies of the Agenda, using the headed notepaper
4. Start the meeting **on** time and keep **it on schedule**
5. *Periodically ensure that everyone can* **hear** *you*
6. When requesting a read out the list of speakers and subjects, indicate which speakers
   were disqualified from the vote, and remind audience of voting criteria