The timekeeper has an important role in assisting the Chairman in keeping the meeting on time. At the beginning of the meeting you will explain in one minute why, what and how we time. It is especially important to link this to our work environment and our private life- we are all time poor. This is a mini speech, hence should have some structure. Think of the three elements: Introduction, Body and Close.

During the meeting, the timer times each segment from the very first assignment to the close of the meeting. As a Timer your role is to remind, record and report the time used by each role and speaker. Everyone has a limited time to speech according to their assignment and the meeting agenda.

To set you up for success, please find the following:

Before the meeting:
1. Prepare a 1-minute introduction speech to the timing role (including a demonstration of the lights).
2. Know how to run the timing lights in a face-to-face meeting.
3. Load the timing lights to Zoom and learn how to use them in an online meeting.
4. Have a stopwatch/timer and the agenda nearby.

During the meeting:
1. Present your 1-minute introduction to the Timer role

2. From the first assignment begin to time the meeting, showing the lights at the allocated times below

3. Present a 1-minute report at the end of the meeting about how we did on timing. You can mention individual times, but more important is an overall understanding of what we did well and what we can all improve on.

Segment	Time	Green Light	Yellow Light	Red Light	Beep
Table Topics	1 minute	40 seconds	50 seconds	60 seconds	90 seconds
Table Topics Contest	1-2 minutes	1 minute	1 min 30 sec	2 min	No beep
Table Topics Evaluator	3 minutes	2 minutes	2 min 30 sec	3 min	3 min 30 sec
Icebreaker Speech	4-6 minutes	4 minutes	5 minutes	6 minutes	6 min 30 sec
General Speech	5-7 minutes	5 minutes	6 minutes	7 minutes	7 min 30 sec
Speech Evaluator	2-3 minutes	2 minutes	2 min 30 sec	3 min	3 min 30 sec
Mini-speech	2-3 minutes	2 minutes	2 min 30 sec	3 min	3 min 30 sec
Informational roles	1 minute	40 seconds	50 seconds	60 seconds	90 seconds

Note: if the segment timing isn't noted above, refer to the agenda. Green light is shown at the minimum time, red at the maximum, yellow in the middle. Beep will come 30 seconds after the red.