

THE GUIDE BOOK

The UVic Elocutionists Toastmasters Club Guide is to familiarize new members with how our club does business. We are one of 30+ clubs in Greater Victoria. Although most of them operate in essentially the same way based on the guidelines of Toastmasters International, each club has its own unique way of doing things! The “Yellow Book” will help you learn more about UVic Elocutionists, how it works, the various roles and responsibilities, and club leadership.

Meetings are run on a tight timeline. This is to ensure that everyone is able to return to their work day. It also helps us to learn how to keep a meeting moving along which is a great professional skill to develop. Meetings are fun, enjoyable and productive. The meeting is arranged by the Chair/Toastmaster, who is responsible for running the meeting. Normally one prepared speech is presented at every meeting. Throughout a year there may be special meetings such as an educational workshop or a club speaking contest. These special meetings provide variety and a learning opportunity for all.

New members who join the club are immersed into meeting roles by providing them with roles that help to build their confidence, and prepare them to be a better speaker, communicator, leader or workplace presenter. Members can record their own speeches for later viewing. This has proven to be a tremendous way for speakers to actually see themselves as others see them. If you know others who would enjoy stimulating, well run friendly meetings, have them come and for a visit. Guests are always welcome!

ABOUT THE UVIC TOASTMASTERS CLUB

or

How do we fit into Toastmasters International?

The UVic Elocutionists Toastmasters Club is not yet chartered, however is 1 of more than 30 clubs in Greater Victoria and 1 of almost 300 in British Columbia (B.C.). Our club is in Area 2, Division A, District 21, Region 1. Division A consists of 5- 6 clubs supported by an Area Director and Area Division team. See the Map of Service to Members at the back of this book.

SOME THINGS YOU MAY BE WONDERING ABOUT

I have been inducted as a member and paid my dues. What happens next?

For each meeting, members are assigned for various roles, including delivering a prepared speech. These roles are assigned on a rotation basis. Your first roles will be “small”, such as timer, official greeter, introducing or thanking the Toastmaster. These “small” roles will make you feel comfortable in preparing and delivering your first speech, “The Icebreaker”, in a time of 4-6 minutes.

How will I learn about the Toastmasters International Pathways Education Program?

When you were officially inducted into our Club, the club members also made a pledge to guide and assist you on your Toastmasters’ journey. You will be assigned a club member to be your mentor. A mentor is an experienced Toastmaster that will guide you through your roles and speeches. You can help select your mentor from observing members or if you wish one will be assigned. Your mentor will help you be ready for meeting roles, including your speeches. Throughout the year speeches will be given that will help you on the education program.

You will be registered by the Executive with Toastmasters International and will receive an e-mail from them when that is done. You will receive a password to access the Toastmasters International web site:

toastmasters.org.

You will receive your first two manuals in the mail and a monthly magazine from Toastmasters International. You are now on your way!

When will I make my first speech?

You have a few weeks before this happens! The “Ice Breaker” is designed for you to feel more relaxed and confident in talking. Telling the club a bit about yourself and your background will get us to know you a bit better.

How will I be assigned for meeting roles?

A schedule is created in advance and usually for every 6-week cycle. You will be asked in advance for any special role you might like to do. This is also the opportunity to inform the Scheduler of any upcoming meeting absences.

What if I cannot fulfill my role?

It is your responsibility to find a replacement. Contact someone that does not have a role (blanket e-mails are discouraged) and then, notify the Chair/Toastmaster.

What is the speaker rotation?

One speaker is usually assigned for each meeting. The speaker rotation simplifies assigning this role, makes it easy for members to anticipate timing for their next speech and provides a way for members to rearrange their speech date, should the need arise. Frequently asked questions about this rotation are:

1. Will the Speaker Rotation Order Always be the Same?

No, as time goes by, circumstances will dictate the order at any particular time. The rotation order will change as new members are added, special events are planned or individuals swap speaking dates.

2. What is my Role as an Individual?

Confirm your speaking date before each 6-week schedule is prepared. This will assist the scheduler and each meeting Chair/Toastmaster.

3. What if I Can't Speak on my Assigned Date?

Contact individuals directly to swap dates (blanket emails are discouraged). First you could try those on the current 6-week schedule then those later in the rotation. Let the applicable meeting Chair/Toastmaster know of the change(s).

4. What if I Can't Find Anyone to Swap Speaking Dates?

In rare circumstances this happens, then the meeting Chair/Toastmaster would adjust the agenda accordingly.

How often will I have to pay dues?

Fees are collected and paid twice a year for the periods of April 1 to September 30, and October 1 to March 31. You will be notified by e-mail when dues are payable by e-transfer, cheque or cash to the Treasurer. The club dues include the room rental (if any), operations, supplies and Toastmasters International fees.

How do I get to know people in the Club?

Each member receives a member roster via e-mail, the 6-week schedule with contact information, and a name badge. Try and learn members' names, especially when you are the Greeter! We may have social events throughout the year and you are invited to attend. As a reminder, the contact information you receive is for the sole use of club members for Toastmaster business only. Information must not be used for solicitation and distribution of materials or information not related to Toastmasters.

How do I know how to do each role?

Read on....

THE CLUB MEETING

Meetings consist of five basic parts:

1. OPENINGS:

The Greeter warmly greets members and guests as they arrive. The meeting is called to order by the Chair/Toastmaster. The Toastmaster leads the meeting based on the theme for the day. The “small roles” of Thought for the Day or Toastmaster Lesson begin the meeting. The Grammarian introduces the Word of the Day.

2. TABLE TOPICS:

Members and guests have an opportunity to present a 120 second impromptu talk (a mini speech) on the topic of choice by the Table Topics Master. The time allocated for this part of the meeting depends totally on the length of the prepared speech.

3. PREPARED SPEECHES:

During the meeting one member will present a speech. Their project will be from the Toastmasters International Pathways Education Program.

4. EVALUATIONS:

Each prepared speech receives an oral evaluation by a member plus a written evaluation of the project. All members are invited to submit their own written comments to the speaker using the paper provided. The Table Topics portion of the meeting is also evaluated. The Grammarian returns in this portion of the meeting to let us know how we did with word choice and to correct any grammatical errors. Sometimes the Grammarian comments on “ahs” and “ums”. Evaluations are provided in a helpful, constructive manner using given evaluation criteria.

5. CLOSING:

The meeting is closed with a brief summary including giving out awards, guest comments and club related announcements.

MEETING ROLES AND RESPONSIBILITIES

In Toastmasters you learn by participating in many roles. Each one is a learning experience. Following are roles and tips to doing a good job. The first step to success is preparation, preparation, preparation! Ask your mentor for help in preparing for your assigned role. Listen to the feedback about the role you played to help you improve the next time.

Please read the Other Tips at the end of this section.

Please arrive early, at least 15 minutes before the meeting, so that you can make sure you are ready. Confirm your arrival with the Toastmaster. Your early arrival will help the meeting to start on time with everyone ready to go!

Greeter

You have a very important role to warmly greet all the members and guests as they arrive.

1. Help to set the friendly and inviting tone of the meeting.
2. Give members their name badge. This will help you learn everyone's name.
3. Introduce yourself to a guest, ask them to fill in the guest contact form and find out their name. Ask if they have come at the invitation of a member. If not, seat the guest beside a seasoned member and ask the member to be ready to introduce the guest. Give the guest the handout (in a plastic sleeve) provided in the portfolio. This will help them understand the meeting.
4. Return to your "position" at the door.
5. Make sure the Toastmaster knows that there is a guest and knows who will be introducing that guest.

Hot Seat

In this role you need to be ready to jump in and replace someone who is unavoidably absent at the meeting. Don't worry, you won't have to be a speaker but may have to introduce the Toastmaster, lead Table Topics or do an evaluation.

1. Keep a Thought for the Day, a Toastmaster Lesson and a Table Topics topic in your hip pocket.
2. The Hot Seat role is not often called on but you will feel better if you are prepared.

Chair/Toastmaster

Your work as the Chair/Toastmaster begins the week before the meeting. Your role is to put together the agenda paying special attention to timing of the meeting and making sure we start and end on time!

A. During the week before the meeting date:

1. Using the issued 6-week schedule, confirm the planned roles with as many people as possible.
2. E-mail members to thank those who confirmed roles and to ask others who haven't confirmed yet to connect with you.
3. Alert the General Evaluator and the speech evaluators so they are aware of who will be evaluating each speaker.
4. Ask speakers to email their speech details to you so you can prepare the back page of the agenda and so you can prepare an introduction to the speech.
5. Prepare the agenda using the steps in the 'Timing for the Meeting Agenda' section below.
6. Make approximately 25 double-sided copies and 1 single-sided copy (for lectern).

NOTE: you will absorb costs for printing/photocopying.

B. Meeting date: Before the meeting:

1. Arrive at least 20 minutes early and take a seat close to the front.
2. Tape single-sided agenda to the lectern so it will stay put and can be used as the meeting guide.
3. Distribute double-sided agendas on tables.
4. Check off roles as members arrive.
5. If there is an Ice Breaker speech, ask someone to complete the Ice Breaker Certificate.
6. Find a replacement for anyone who doesn't show up – start with the Hot Seat then ask those with minor roles. Write changes on the meeting guide that you taped to the lectern.
7. At 12:03 pm bang the gavel on the lectern and announce "Two Minute Warning!"

C. Meeting day: During the meeting:

1. At 12:05pm begin the meeting with a rousing "Good afternoon". Introduce yourself if there are guests. You set the tone right from the beginning. You take charge and ignite the positive energy.
2. Announce changes, if any, to meeting role assignments and program timing.
3. Ask the club member(s) to formally introduce our guest(s).
4. Write guest name(s) on the meeting guide that is taped to the lectern.
5. If there has been an Ice Breaker speech, present the certificate to the speaker.
6. At 12:55 pm promptly adjourn the meeting.

D. Timing of the meeting agenda

1. Please refer to the standard meeting agenda on page 20-21. You will notice there are 5 extra buffered minutes for 'travel' time. This keeps the meeting on time.
2. The meeting ends at 12:55 pm – start at the bottom of the document and move up from "Closing" section to "Evaluations" section to "Speech" section.
3. "Speech" section: The speech calculation is based on the most time allowed plus introduction (1 minute), travel time (1 minute) and speaker notes (2 minutes) thus a 5 to 7 minute speech will be allotted 11 minutes and an 8 to 10 minute speech will be allotted 14 minutes.
4. Timing that remains constant is the end of Table Topics and the end of the Evaluation section.
5. On the left-hand side of the agenda add names of current executive, as needed.
6. The bottom of the first page provides space for creativity.
7. On the back of the agenda provide details for the speech including the speaker's name, title, manual, project #, time and objectives. A speaker may want you to include other information.
8. On the back of the agenda provide the name of the next meeting Chair.

Special Considerations: an agenda may need to accommodate the following:

- Induction/Welcome Ceremony (3 minutes) make this adjustment within balance of "Opening" section.
- Executive Updates (quarterly) – executive will provide details.
- Longer Speech – if longer than 10 or 12 minutes, may be scheduled.
- Special meetings such as a workshop will need an adjusted agenda.

Chair/Toastmaster

The main duty of the Toastmaster is to act as a genial host and conduct the meeting after being introduced. The Toastmaster creates an atmosphere of interest, expectation and receptivity.

A few days before the meeting:

1. Contact the speaker for details so that you can prepare an introduction. A proper introduction is important to the success of the speaker's presentation. The speaker might have a specific introduction to his speech or you can find out a little about the speaker so that you can use this information in your introduction (e.g. years in Toastmasters, special interests, job, family, hobbies, why this topic for the audience).
2. Prepare a 2-3 minute commentary on the theme of the meeting by telling a short story, or an anecdote, or telling what the theme means to you.
3. Prepare remarks that can be used to bridge the gaps between program segments. You may never need to use them but you should be prepared to avoid possible awkward periods of silence.

Role of the Toastmaster at the meeting:

1. Welcome the members and the guests and begin with your 2-3 minute commentary watching your time carefully.
2. You will lead the meeting according to the agenda and it is easiest to stay on track if you cross off the items as they occur. That way you won't forget where you are on the agenda!
3. Sit near the front of the room so that you can easily make your way to the lectern and return to that seat when the speakers have the floor.
4. Preside with sincerity, humour, energy and decisiveness. Take your audience on a fun journey!
5. Always lead the applause when you introduce various roles and make sure that you extend your hand to shake the hand of the person taking over the lectern.

Thought For The Day

1. You will have 1 minute to bring a thought provoking message.
2. This message can be a poem, story, statement, or a theory from a variety of sources and can tie into the theme for the morning.
3. When called upon by the Toastmaster you can stand at your place or you can go to the lectern. Give a salutation and then proceed with your thought.
4. When you are finished acknowledge the Toastmaster and then sit down or go back to your seat.

Toastmaster Lesson

1. In this role you have 1-2 minutes to give a short lesson that would benefit all members.
2. For example, this could be how to give a short introduction, how to find new speech topics, how to be a better mentor – the list is endless.
3. Choose your topic, rehearse it and then deliver it with style. The Toastmaster magazine is a great place to help you with a topic.
4. When called upon by the Toastmaster you can stand at your place or you can go to the lectern. Give a salutation and proceed with your lesson.
5. When you are finished acknowledge the Toastmaster and then sit down or go back to your seat.

Word of the Day

1. The Grammarian introduces the word of the day. Also see instructions for Grammarian.

2. Prior to the meeting, look at the agenda and see the word that has been selected for the day. In letters large enough for everyone to see, print the word so that it can be taped to the lectern as a constant reminder.
3. The Toastmaster will call you to the lectern to introduce the Word of the Day.
4. When called upon by the Toastmaster go to the lectern. Shake the Toastmaster's hand and give a salutation.
5. If there are any guests, briefly explain your role.
6. Introduce the word by giving its part of speech (adjective, noun, etc.), define it and use it in a sentence.
7. Briefly explain your role as Grammarian. You are going to listen to word usage commenting on great words and phrases and also listening for misuse of the language (incomplete sentences, incorrect grammar and so on). Encourage everyone to use the Word of the Day in their speaking that morning. Tell them that you will return in the Evaluation portion of the meeting.
8. When you are finished acknowledge the Toastmaster, shake their hand return to your seat.

Table Topics Master

1. The table topics portion of the meeting is to give opportunities to the members and guests to "think on their feet" and speak on a particular topic for 120 seconds (2 minutes maximum).
2. The Table Topics Master brings the topic to the members for the impromptu speeches.
3. Choose your topic and prepare how you are going to outline it to the club. Using the theme for the day is the easiest way to pick a topic.
4. Before the meeting begins locate one Best Table Topics Award and the plastic voting bucket.
5. When called upon by the Toastmaster go to the lectern. Shake the Toastmaster's hand and give a salutation.
6. If there are any guests, briefly explain your role.
7. Ask the timer to show the lights to everyone as you explain that at 90 seconds the green light comes on, at 105 seconds the amber light is shown and at 120 seconds the red light is shown. If the speaker continues after that, they will get the bell!
8. Introduce the topic with brief, concise and enthusiastic remarks. Make sure that the members are clear on what you want them to speak about.
9. Have a list of members who don't have a major role and if you don't get any takers, you can volunteer one of those members to speak. Call for volunteers and let the fun begin!
10. The speakers will most likely remain at their places so you will continue to have control of the lectern. If you wish them to come up to the front, state that and move out of the way so that they have the audience's full attention.
11. Wrap up this session when the timer says the time is up. Summarize the Table Topics session by mentioning the speaker's names and the "title" of their topic and thank them for participating.
12. Remind members to put their vote for Best Table Topics Award in the plastic bucket.
13. When you are finished acknowledge the Toastmaster, shake their hand return to your seat.
14. Determine the "winner" from the votes and write out the paper certificate. Be ready to present the winner when called upon to do so by the Chair at the end of the meeting.

Speaker

Prior to the meeting:

1. Check the meeting schedule to see when you are to speak. To get the most benefits from the Toastmasters' program prepare a speech based on a manual project. Presenting speeches in numerical order is preferred as each project builds on the skills learned in previous projects.
2. Send your speech objectives, speech title and time of speech electronically to the Chair and the Toastmaster at least 3 days prior to Thursday morning.
3. Provide a short introduction, less than one minute, for the Toastmaster if it is important for the audience to know some prior information before you speak.
4. The Toastmaster and your evaluator will contact you before the meeting.
5. Discuss with your evaluator your speech goals and personal concerns. Emphasize where you feel your speech ability needs strengthening.
6. Review your speech requirements and evaluation form on Pathways. Be prepared for the meeting.
7. Plan to record your speech. This is a valuable tool for you to critique your own presentation.

The meeting morning:

1. Arrive early.
2. Ask the Sergeant at arms for assistance as needed regarding lighting, seating, flipchart placement and props set up.
3. Sit near your evaluator.
4. During the meeting pay full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.
5. When called upon by the Toastmaster go to the lectern. Shake the Toastmaster's hand and give a salutation.
6. When you are finished (you don't have to thank anyone!) acknowledge the Toastmaster, shake their hand return to your seat.
7. During the evaluation of your speech, listen intently for helpful hints that will assist in building better future speeches. Pay attention to suggestions from other members.
8. After the meeting, get your manual from your evaluator and discuss any questions you may have concerning your evaluation.
9. Invite the VP Education to add your project completion on line in Pathways so you can easily proceed to the next project.
1. Return the SD cards to the speakers at the end of the meeting and disassemble the camera; put it in the bag so that it can be stored in a tote.

General Evaluator

The General Evaluator leads the evaluation team consisting of the Table Topics Evaluator, the Grammarian, and the Speech Evaluator.

1. Brief first time evaluators and give them some helpful suggestions.
2. Before the meeting begins check that your evaluation team members are present and that the Best Evaluator Award is in the plastic voting bucket.
3. Evaluate everything from the very beginning of the meeting. Take notes on everything that happens or things that don't happen but should have! For example, did the meeting run on time? Were guests greeted warmly?
4. The General Evaluator is introduced by the Toastmaster following the speeches and assumes control of the meeting throughout the evaluation portion of the meeting.
5. Acknowledge the group with a salutation.

6. If there are any guests, briefly explain your role.
7. Then introduce your team one at a time so that they can come forward to deliver their evaluation.
8. The evaluation team is in this order: Table Topics Evaluator, Speech Evaluator and Grammarian
9. Wait at the lectern until the evaluator arrives, shake their hand, and then sit over to the side until their evaluation is complete. When the evaluator has finished, rise, shake their hand, thank them and introduce the next evaluator.
10. You give a 2-3 minute wrap up by providing feedback on your evaluator's evaluations first. If you feel that an evaluator has missed something that you believe is important, you can mention it here. Recognize when someone has delivered an evaluation for the first time. Then make sure that you have time to give your observations on the meeting as a whole.
11. Remind members to put their vote in the bucket for Best Evaluator.
12. At conclusion of the evaluation portion, return control of the meeting back to the Toastmaster, shake their hand and go back to your seat.
13. Determine the "winner" from the votes and write out the paper certificate. Be ready to present the winner when called upon to do so by the Chair at the end of the meeting.

Table Topics Evaluator

1. When called upon by the General Evaluator go to the lectern. Shake the General Evaluator's hand and give a salutation.
2. Comment on the Table Topics Master role. Listen carefully to the instructions that the Table Topic Master gives. Are they easy to understand? Was there any confusion? Did they explain the timing and outline table topics so that guests could understand what was going on? Did they give a summary?
3. Comment on the speakers. Focus one aspect of their mini-speech – great openings, humour, interesting closings, body language, word choice, sticking to the topic or any other aspect. It is difficult to comment extensively on each speaker in 3 minutes so just choose one aspect!
4. When you are finished, acknowledge the General Evaluator, shake their hand return to your seat.

Speech Evaluator

1. Every prepared speech receives an evaluation.
2. Give an oral evaluation plus a written evaluation in the speaker's manual or note.
3. Your evaluation may be recorded by the speaker for future reference.
4. Make sure that you have spoken with the speaker prior to the meeting so that you can review their speech goals – personal and those directed in the project.
5. During the speech, write down your observations by being as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. The purpose of your evaluation is to help the speaker become less self-conscious and a better speaker.
6. You need to be fully aware of the speaker's skill level, habits and mannerisms as well as his or her progress to date.
7. When called upon by the General Evaluator go to the lectern. Shake the General Evaluator's hand and give a salutation, ending with the speaker's name.
8. Proceed with your 2-3minute evaluation. Speak directly to the speaker as this evaluation is for their benefit; the rest of the members are just listeners.
9. The objectives of the speech should be on the back of everyone's agenda, but if for some reason they are not, read the objectives.

10. Begin and end your evaluation on a note of encouragement or praise. Always offer one or two suggestions for improvement in the middle of the evaluation by being specific (e.g. "I felt that you may have been able to describe that scene in the forest a bit more vividly. I thought that a word like "gloomy" or "foreboding" would have helped me feel the oppression you felt").
11. Remember to use the word "I" as this is an evaluation from your perspective only – don't assume that the rest of the club feels the same way as you do. Give the speaker the deserved praise and tactful suggestions in the manner you would like to receive them when you are the speaker.
12. When you are finished, acknowledge the General Evaluator, shake their hand return to your seat.
13. After the meeting give your notes to the speaker. Add any other suggestions that you may not have had time to say, but do not overwhelm a new speaker in particular. One or two suggestions are ample.

Note: When you are a new speech evaluator you may wish to sit next to the speaker. This way you will be able to read the notes sent to the speaker and this extra information may help you in your evaluation of the speech.

Grammarian

Being the Grammarian is truly an exercise in expanding your listening skills!

1. Your role begins at the very start of the meeting.
2. The Grammarian in addition to introducing the word of the day at the beginning of the meeting comments on the use of English during the course of the meeting.
3. After introducing the word of the day take your seat and begin to listen intently! Write down everything you hear that you like and those that you don't like. There is a dictionary in the lectern to help you out.
4. When called upon by the General Evaluator go to the lectern. Shake the General Evaluator's hand and give a salutation.
5. Deliver your evaluation of 2-3 minutes.
6. When you are finished, acknowledge the General Evaluator, shake their hand return to your seat.

Timer

The Timer has the very important role of keeping the meeting on time for prompt adjournment at 12:55 pm.

1. Check that you have the timing cards, a stopwatch (phone) and a bell.
2. Set up the cards facing the lectern.
3. Make sure you know how to operate the stopwatch.
4. Review the left column of times on the agenda and make sure that no obvious timing errors.
5. When the meeting begins, begin timing! Beside each name on the agenda, write the amount of time it took for that segment to complete.
6. You can adjust the time when necessary to keep the meeting on track.
7. Review the times outlined for Table Topics, Evaluations and 5-7 minute speeches.
8. If the prepared speech is longer, ask the speaker when they would like the lights to come on. Write those down beside the speaker's name.
9. General timing practice: from Thought for the Day to evaluators, give the green light 30 seconds before they are supposed to end, then the yellow light at 15 seconds left, and the red light at full time. If they have not finished speaking, give the bell at 15 seconds past their allotted time.
10. When you are called upon to deliver your report give the times from the time you last reported.
11. At end of meeting return the timing devices to the club box provided.

1 minute timing:

Green at 30 seconds
 Yellow at 45 seconds
 Red at 1 minute
 Bell at 1:15

2 minute timing:

Green at 1:30
 Yellow at 1:45
 Red at 2:00
 Bell at 2:15

3 minute timing:

Green at 2:30
 Yellow at 2:45
 Red at 3:00
 Bell at 3:15

5 – 7 minute speech timing:

Green at 5:00 minutes
 Yellow at 6:00 minutes
 Red at 7 minutes
 Bell at 7:15

Thank the Toastmaster

In this role you will have one minute to sincerely thank the Toastmaster for leading the meeting.

1. Pay close attention during the meeting in order to give a sincere thank you.
2. Mention a couple of things that the Toastmaster did really well.
3. When invited to thank the TM, you can just stand. You do not need to go to the lectern. Give a salutation and then proceed with thanking the Toastmaster. You can end by saying, "Please help me in thanking (name here) who was our Toastmaster today". Then lead the applause.

OTHER TIPS***Salutations:***

- A proper salutation should be natural and respectful. Generally, you will address an individual by their name rather than their role title. As a new member it will help you get to know your fellow members. Also, in the real world, if you were asked to speak at an event, you would use someone's name.
- During Table Topics you do not need to give a salutation as this may take away from the natural flow of your response to the topic.

Sergeant at Arms:

- This is a very helpful person! If you are giving a speech and need your flipchart or other props placed somewhere for your speech, let the Sergeant at Arms know.

- The Sergeant at Arms is familiar with Cedar Hill Recreation Centre staff and can help with any problems.
- Tell the Sergeant at Arms where you want the lectern for your speech.
- Give this information well ahead of the meeting start, not just before your speech.

Electronic devices:

- Feel free to use them during the meeting as they can help you complete a role (eg. The Grammarian).
- Be respectful of others by turning your device to mute.