



# Red Hat Beijing R&D Toastmasters Club

## Friday, July 28, 2017 - 12:00 PM - 13:30 PM

### Venue: 10F Sui & Tang Dynasty



**Mission:** We provide a **supportive and positive learning experience** in which members are empowered to develop **communication** and **leadership skills**, resulting in greater **self-confidence** and **personal growth**.

**Meeting manners & etiquettes:** - Please turn mobile phone to vibration. - Keep applauding while speakers walk up and down the stage. - Please avoid private talk during the meeting.

- Please shake hands when you turn the floor over to others. - 4 taboos in Toastmasters meetings: Sex, Religion, Race, Politics.

Time	Role	#19 Theme: Travel	Member	Duration		
11:45	Sergeant at Arms	Arrival and prepare the room	Huijuan	0:10		
11:55	Sergeant at Arms	Greeting the guests	Huijuan	0:05		
12:00	President	Warming up/Introducing T1 & Toastmasters	Jing Zhang	0:01		
12:01	Toastmaster	Opening speech & introduce General Evaluator	Wei Sun	0:02		
12:03	General Evaluator	Lead the team and introduce roles	Kairui Song	0:02		
12:05	Timer	Explain role	Huijuan	0:02		
12:07	Ah-counter	Explain role	Hanhan	0:02		
12:09	Grammarians	Explain role	Keqin Hong	0:02		
12:11	Toastmaster	Introduce the Table Topic Master	Wei Sun	0:01		
12:12	Table Topic Master	Table Topics (each speaker 2 mins)	Jinhua Li	0:14		
12:26	Toastmaster	Introduce the Table Topics Evaluator	Wei Sun	0:01		
12:27	Table Topic Evaluator	Table Topics Evaluation	Jing Zhang	0:05		
12:32	Toastmaster	Introduce the 1st speaker	Wei Sun	0:01		
12:33	1st Speaker	CC 1 -	Jianwen Ji	0:04 - 0:06	all cc2 should be 5~7mins	
12:39	Toastmaster	1 minute silence for writing comments for the 1st speaker	Wei Sun	0:01		
12:40	Toastmaster	Introduce the 2nd speaker	Wei Sun	0:01		
12:41	2nd Speaker	CC 2 -	June Zhang	0:05 - 0:07		
12:48	Toastmaster	1 minute silence for writing comments for the 2nd speaker	Wei Sun	0:01		
12:49	Toastmaster	Introduce the 3rd speaker	Wei Sun	0:01		
12:50	3rd Speaker	CC 1 - Experience the difference	Xuemin Li	0:05 - 0:07		
12:57	Toastmaster	1 minute silence for writing comments for the 3rd speaker	Wei Sun	0:01		
12:58	Toastmaster	Invite General Evaluator	Wei Sun	0:01		
12:59	General Evaluator	Call up roles to make reports	Kairui Song	0:01		
13:00	1st Evaluator	Evaluate the 1st speaker	Tao Zhu	0:02		
13:02	2nd Evaluator	Evaluate the 2nd speaker	Yuli Wang	0:02		
13:04	3rd Evaluator	Evaluate the 3rd speaker	Rony Gong	0:02		
13:06	Ah-counter	Ah counter's Report	Han Han	0:03		
13:09	Grammarians	Grammarians' Report	Keqin Hong	0:03		
13:12	Timer	Timer's Report	Huijuan	0:03		
13:15	General Evaluator	General Evaluator's Report	Kairui Song	0:05		
13:20	Toastmaster	1 minute silence for voting the Best Evaluator/ Best Speaker/ Best Table Topics Speaker	Wei Sun	0:01		
13:21	Toastmaster	Introduce the Show Time	Wei Sun	0:01		
13:22	Show Time	Talent Show	Han Han	0:03		
13:25	Toastmaster	Introduce SAA for Best Award	Wei Sun	0:01		
13:26	Sergeant at Arms	Collecting the ballot & Best Awarding	Huijuan	0:02		
13:27	Toastmaster	Run off the meeting and back stage to President	Wei Sun	0:01		
13:29	President	Closing the meeting - Have a great day & See you next meeting!	Jing Zhang	0:01		

**Club Officers:** President - Song Liu    VPE - Wei Sun    VPM - Qiang Gong    VPPR - Kairui Song    Secretary - Yu Zheng    Treasurer - Xuemin Li    SAA - Huijuan Zhao