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| **Agenda** | **Time** | **Format** |
| Idea Presentation | 10 minutes | * Share idea – Your idea can be new, half developed, or ready for market. |
| Feedback Session | 20 minutes  3-5 minutes for each person | * Each person shares what they understand, what they didn’t understand, and can ask clarifying questions. * Each person must write one idea on the board. |
| Voting & Commitment | 10 minutes | * Presenter asks audience to vote for each idea. Audience member cannot vote for his or her own idea. If there is a tie, the presenter can break tie by explaining why he or she choose it. * The winning idea will receive innovator of the week award. * Presenter commits to adding an idea and representing within a month. * Presenter shares a place to share idea online. |
| Open Talk | 10 minutes | * Each person shares an idea they are working on. The organizer will add them to the calendar. |