TIMER REPORT

The timer's responsibility is to provide the speaker with visual cues, alerting them to their speech confines. In order to run a meeting on time, the speaker needs to be aware of the time limitations.

- The Green light/card will be displayed at the minimum speaking time.
- The Yellow light/card will be displayed at the mid-point of the speech.
- The Red light/card will be displayed once the maximum time has been reached.

NOTE: The speaker will be "overtime" thirty (30) seconds after the Red light / card is initially displayed.

Table Topics Participant	Speaking Time 1 -2 minutes (30 second grace)

Speaker	Time Requested	Actual Time

Evaluator	Speaking Time 2 – 3 minutes (30 second grace)