

ROLE GUIDELINES

Meeting: _____ Date: _____

Time: _____ Meeting type: _____

Person: _____ Role: _____

Topic: _____

Segment objective: _____

Time allotment: _____

Provided for you: _____

Follow-up: _____

Additional information and suggestions: _____

Keep it relevant. Keep it engaging. Keep it moving.

- Take pride in your segment.
- Do not exceed your allotted time.
- Practice improves: confidence, content, delivery and timing.