

WHEN BEING THE TIMER

HOW DO WE TIME @MACINTALKERS

YOUR ROLE AS TIMER

- 1) You will find the timing cards, the stopwatch and the stand for the cards near the nametags or ask the SAA to provide the material.
- 2) Introduce your role to the audience.
 - Tell that you will time the **speeches, table topics and evaluations**
 - Explain the color-coded cards:
 - Green for minimum time required
 - Yellow for half time between minimum and maximum time allowed
 - Red for maximum time allowed
 - Stop for 30s over maximum time
 - Try to use the word of the day!
- 3) Time speeches, table topics and evaluations. Refer to the agenda to find the time frame for each participant.

GIVING YOUR REPORT

Keep your report **brief**. Only tell who has gone under or over time (**Don't give the duration of the speeches**, just say "Yasmina went overtime..." or 'Everybody was on time'). You can give their time to the speakers **after** the meeting if they wish.

TIMING OTHER PARTICIPANTS

Sometimes the General Evaluator or the President will ask the Timer to time them. It is your duty as the timer to time on request. They will usually specify how long they want to speak. Ex: "Can I have 2-3 minutes on the clock?" You will time it using the cards with 2 minutes minimum time-3minutes maximum time.