

## Meeting Structure

1. Meetings take place in person every two weeks.
2. Each session, members are assigned specific speaking roles.
3. Typically, these roles involve brief speeches. A Gavelier's first talk, known as the "Icebreaker," serves as a self-introduction.
4. After the Icebreaker, speeches focus on various objectives, such as enhancing body language, organising ideas effectively, and leaving a lasting impression on the audience.
5. One exciting segment is called "Table Topics"—an impromptu speaking activity where members are randomly selected to speak for one minute on an unexpected topic.
6. Another interactive segment is "Round Robin"—a required game where everyone contributes to a conversation. Each speaker must begin with the word that the previous speaker ended with.
7. A variety of unique roles are assigned during each meeting to ensure smooth flow and engagement:

 Toastmaster – leads and manages the meeting

 Timer – monitors time for each participant

 Member Evaluators – give helpful feedback and improvement tips

 Round Robin Master – introduces the Round Robin topic

 Table Topic Master – presents the surprise topics for impromptu speeches