

Sample Speaker Session Outline

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| 11.45am | <i>Set-up space with helpers</i> |
| 12.00pm | <i>Welcome everyone, Explain the purpose/focus of the event.</i> |
| 12.05 | <i>Introductions - Identify who is in the room and introduce the speaker</i> |
| 12.15 | <i>Speaker (20 mins)</i> |
| 12.35 | <i>Questions. (20 mins)</i> |
| 12.55 | <i>Thank the speaker and then those who have attended. Chat. Mingle</i> |
| 1.00 | <i>Close the session.</i> |

Take some photos and if possible send them to Te Pou Whirinaki, womensofficer@teu.ac.nz

Hint: Collect names of those who attend and develop an ongoing list of interested women.

Session Outline

| Time | Agenda |
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