

All Hands Meeting

60 Minutes Total

Arrivals + Mingling

- Participants arrive in the room.

TIME (MINS)

(0-5)

Welcome

- Master of Ceremonies (Emcee) greets the room in a presentation or toast and explains the two upcoming activities.

(5-10)

Activity 1

- Emcee leads room in Q & A.

(10-40)

Activity 2

- Emcee leads room in Recognition Moments.

(40-50)

Announcement

- Emcee addresses participants (in presentation or toast) to give closing statement and thank participants for coming.

(50-55)

Farewell + Departures

- Participants continue to mingle or depart from the room.

(55-60)