President

Tetsu Take

VP Education

Frank Tsuji

VP Membership

Akiko Tou

VP Public Relations

Joju Ohara

Secretary

Toshi Higaki

**Treasurer**

Kozue Hirano

Sergeant-At-Arms

（＆Venue Master）Noritama Ito

We meet every 2nd & 4th Wednesday each month, from 19:00 to 21:00 (with some extra meetings from time to time).

Meeting location and calendar can be found in our website:

[**http://otemachi.toastmastersclubs.org/**](http://otemachi.toastmastersclubs.org/)

[**www.facebook.com/ OtemachiToastmastersClub**](http://www.facebook.com/%20OtemachiToastmastersClub)



[www.toastmasters.org](http://www.toastmasters.org/)

**Meeting venue:**

Conference room of NI+C
15F of St. Luke's Garden Tower
[8-1 Akashicho, Chuo City, Tokyo 104-0044](https://www.google.com/maps/search/8-1%2BAkashicho%2C%2BChuo%2BCity%2C%2BTokyo%2B104-0044?entry=gmail&source=g)
<https://www.niandc.co.jp/company/map/>

**Zoom link for online attendees:**
<https://bit.ly/OTMCmtg>
Meeting ID: 813 6394 8736
Pass: 097125

**19:00　Opening remarks Tetsu**

**19:05 Toastmaster of the Evening Rintaro**

Word of the Evening ( ) **Toshi**

Ah-Counter **TBD**

Grammarian **Tetsu**

Timer **TBD**

PC Manager (Vote Counter) **Hidenori**

Tips Master　　　　　　　　　　　　  **TBD**

**19:15　Table Topics Session (1-2 min ±30 sec.) Akiko**

**1(　　　) 2(　　　) 3(　　　) 4(　　　)**

**19:35 Prepared Speech Session**

1. **Title: “A Friend For Life, or How I overcame**

 **the fear of making eye-contact” Frank**

Path: Leadership Development

Project: L2 Learning Your Style- Introduction to Toastmasters Mentoring

Time: 5 -7 minutes

1. **Title: “Think Less, Take Action More” Ayesha**

Path: Presentation Mastery

Project: L1：Ice Breaker

Time: 5min – 7min

1. **Title: “DTM Project offering and recruit” Taka**

Path: Other

Project: Distinguished Toastmaster – First Speech

Time: 5 – 7 minutes

***<--- Short break --->***

**20:15 Evaluation Session (2-3 min ±30 sec.) Noritama**

1. Evaluator for 1st Speaker **Naoko**
2. Evaluator for 2nd Speaker **Nobu**
3. Evaluator for 3rd Speaker **Kozue**

 *Reports from timer, WoE, Ah Counter, Grammarian*

**20:40 Award Session Rintaro**

**20:45 Business Session Tetsu**

**20:55 Meeting Adjourns**

**Here is URL and QR code for making comments for speakers and**

**voting for the best TTS, evaluator and speaker.**

[**https://forms.gle/7SWR3U6C4qntpePG6**](https://forms.gle/7SWR3U6C4qntpePG6)

