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/ OtemachiToastmastersClubfacebook_button.jpg**](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+Akashicho,+Chuo+City,+Tokyo+104-0044?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 Naoko**

Word of the Evening ( ) **Sophie**

Ah-Counter TBD

Grammarian  **Jerry**

Timer **Kazuya**

PC Manager (Vote Counter) **Mat**

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

**1(　　　　　) 2(　　　　　) 3(　　　　　) 4(　　　　　) 5(　　 )**

**19:35 Prepared Speech Session**

1. **Title: “The Spice of Negotiation” Akiko**

Path: Innovative Planning

Project: L3 Increasing Knowledge

Time: 5-7 minutes

1. **Title: “My Rule” Toshi**

Path: Presentation Mastery

Project: L3 Increasing Knowledge Inspire your audience

Time: 5-7 minutes

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

**20:00 Evaluation Session (2-3 min ±30 sec.) Marie**

1. Evaluator for 1st Speaker **Noritama**
2. Evaluator for 1st Speaker **Max**
3. Evaluator for 2nd Speaker **Frank**
4. Evaluator for 2nd Speaker **Tetsu**

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

**20:35 Award Session Naoko**

**20:45 Business Session Tetsu**

**20:55 Meeting Adjourns 　　　　　　　 Tetsu**

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

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

https://forms.gle/JeU6PKv3ro5MZDMD8