

BizTalk Meeting Format

Purpose of Meeting: Explore a topic useful for business growth led by an expert speaker.

Sample Timings (amend as necessary depending on attendee numbers and featured sections).

20min Before	Team catch up	Run through slides and who's doing what (share out the different elements of the meeting between the team) , invite any speaker to check slide share, plan/actions for future meetings.
0-5 min	Welcome	Welcome people individually as they join call, share slide deck, introducing meeting, team, agenda, new members, share and grow and hub page slides
5-10mins	Quickfire Pitch Round	Each person has around 10 seconds to introduce themselves & their business e.g. name, business name, once sentence description / strapline.
10 -25 mins	BizTalk	Introduce speaker, set to record, spotlight them on zoom, Q&A if time.
25-45 mins	Breakout Groups	In groups of 4 with a room host who has experience. Have a power question prepared from the speaker as a convers. Stop record.
45-58 mins	Feedback & Actions	Divide time between attendees
58-60 mins	Wrap-up	Side deck: next meeting, available specialisms, membership info & offer, feedback request & thank yous
Straight After	Team Post-Meet & Follow up Actions	Review how meeting went, register attendance, phone guests to discuss membership and email info/welcome plus any other actions needed