

Meeting Format A	Start	End	Dur
Arrive	19:00		
Coffee, Tea, and Snack	19:00	19:15	00:15
Chapter comments	19:15	19:25	00:10
Presentation	19:25	20:10	00:45
Q&A	20:10	20:25	00:15
Buffet canapé	20:25	20:45	00:20
Chapter discussion	20:45	21:00	00:15
Depart	21:00		

Meeting Format B	Start	End	Dur
Arrive	19:00		
Coffee, Tea, and Snack	19:00	19:15	00:15
Chapter comments	19:15	19:25	00:10
Presentation 1	19:25	20:10	00:45
Q&A 1	20:10	20:25	00:15
Buffet canapé	20:25	20:45	00:20
Presentation 2	20:45	21:30	00:45
Q&A 2	21:30	21:45	00:15
Chapter discussion	21:45	22:00	00:15
Depart	22:00		

Format running order may change