

Use index cards as prompts for your welcoming remarks, panelist introductions, key questions for each panelist and closing remarks. Buy a circle ring at a office supply store to keep them all together.



Welcoming Remarks

Introduce topic with an interesting fact, statistic, quotation or poll
Overview of why this topic is important and what we hope to accomplish.

Share short intro of who you are and your role as moderator

High level review of the process and ground rules

Encourage attendees to participate, ask questions (when & how)

Housekeeping e.g. handout availability, recording instructions, breaks, etc.



Richard White

Is President/CEO of Community National Bank in Derby, VT, a 225 million dollar bank with 7 offices in Northern Vermont's poorest part of the state. He is a lawyer by training and the bank has improved market share from 25% in 1981 to 50% today and they have 850 shareholders.



Richard White, President & CEO

Community National Bank and Community Bancorp
Derby, Vermont

1. You started your banking career with little or no experience in the banking industry. How have you overcome that handicap?
2. How have you been able to increase your market share so dramatically?
3. To what do you attribute the success of your seniors program?
4. Explain your bank's philosophy about growth vis a vis earnings?
5. What motivated you to get involved in "America's Promise?"
6. What are you doing to explain your check 21 readiness to customers?

*Panelist Introduction cards courtesy of Dennis McCuiston
Professional speaker, author & TV host.*

He prefers blue index cards because they are not as noticeable on television.



Closing Remarks

Summarize the discussion

Thank audience, sponsors, meeting chair, A/V crew and each panelist

Give gift

Invite audience to extend the conversation right after/online

Encourage audience to complete evaluations, educational credit forms

etc.

Encourage audience to attend the upcoming session/event

Lead the applause!

Finish on time!

11:45