

Dear Parliamentarian,

Have you ever wanted to give a program on parliamentary procedure and wished that you had something was tried, tested and artistic? Now, Robert McConnell Productions has a power point, **“How to Run a Meeting,”** that you can use to train groups in the very basics of parliamentary procedure. The slides in this presentation have been written by our company and illustrated by a graphic artist. You can see an example of this presentation at our new web site <<http://www.RobertsRulesSimplified.com>> The topics on the power points are: Quorum, Agenda, Minutes, Approving the Minutes, Reports of Officers, Committee Reports, Unfinished Business and General Orders, New Business, Other Agenda topics, and then information about the officers. In new business we teach the basics of making a main motion. Each power point is separate so that you can choose which one and what order you want to present them. The slides have the basic information on each one. You can either read the slide and/or add your own information to enhance the information on each slide. This package comes with two discs. One is a CD where you can present the power points and narrate them. The second is a DVD which is all the power points narrated from beginning to end. So you can make a choice of how you want to present it to your groups--with DVD or as CD. The CD also includes handouts to use in a workshop setting and true and false questions.

Now you can have your own a power point presentation without all the hassle of writing and illustrating it yourself. All you have to do is put it in your computer and show it.

The cost is \$49.95 plus \$6.00 S& H for a total cost of **\$54.95**.

Another useful training product is our DVD **“How to Conduct a Meeting”** (30 minutes long) made with student government officials from Ball State University which takes people through an agenda from beginning to end. Under new business we go thoroughly into making a main motion, discussing it and voting on the motion. This too can be used in a workshop setting. This DVD is \$64.50 plus \$6.00 S & H for a total cost **\$70.50**.

These products **How to Run a Meeting** and **How to Conduct a Meeting** complement each other. You can have both of these for a special price **\$99.95** which includes shipping and handling.

And to help you as a parliamentarian promote your business you can have a free link on our web sites <http://RobertsRulesSimplified.com> and <http://Parli.com>.

Order today. Call today at [1-800-532-4017](tel:1-800-532-4017) to order at The Parliamentarian special price or e-mail us at info@parli.com”.

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<http://parli.com> Web Site (First Parliamentary Procedure & Robert's Rules of Order web site on the Internet, established 1994)

<http://RobertsRulesSimplified.com> NEW Web Site with new products established (2010)