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|  | Meeting Agenda |

# [Date]

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| [Time am/pm] to [Time am/pm] | [Event name] |

# [Date]

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| [Time am/pm] to [Time am/pm] | [Event name] |
| [Time] | [To add a row to any table, just click in an adjacent row and then, on the Table Tools Layout tab of the ribbon, choose an Insert option.] |
| [Time] | [Event name] [Presenter Name 1, Company][Presenter Name 2, Company] |
| [Time] | [For quick access to any text formatting you see in this document, on the Home tab, check out the Styles gallery.] |

# [Date]

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| [Time] | [To add a new table, on the Insert tab, choose Table.] |
| [Time] | [To quickly match the formatting of the agenda tables in this document, on the Table Tools Design tab, select the Agenda Table style that appears at the top of the Table Styles gallery.] |