



# The Art of Successful Meetings

By *William H. McGee*  
and *Robert J. Goff*



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# The Art of Successful Meetings by William Dixon Southworth

William Dixon Southworth

This booklet teaches green presiders to be powerful in conferences via supplying a blueprint for operating conferences firmly and fairly. It takes the presider via pre-meeting preparation, via presiding, to the adjournment of the meeting. It additionally offers a brief reference for Parliamentarians on particular difficulties and questions.

## The Art Of Successful Meetings

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