Below is a typical agenda for a speaker + discussion.  Our typical booking time is 3:00 to 5:00 on a weekend afternoon.

3:05 – BeMC stands up front, for small talk with audience

3:10 – Welcome and Introductions (I avoid starting earlier, since we often have several first-timers and others who arrive at least a few minutes late, which can be disruptive to speaker and attendees.)

3:15 – Speaker begins his/her talk

4:00 – Begin Q&A

4:45 – Closing remarks

4:55 – Help with putting away chairs and general cleanup

5:10 – Vacate premises