# GENERAL SYNOPSIS (The Big Picture in 3-4 sentences): Introduction to Robert’s Rules and how they apply to the HOD. Interesting introduction for a novice conference attendant. The explanation was a little dry, but as it turned out, really helpful for the actual HOD meeting.

# POSSIBLE MAIN POINTS OR TAKEAWAYS FOR…

# No.

# ADDITIONAL NOTES OR INFORMATION CAN BE ADDED ON FOLLOWING PAGES