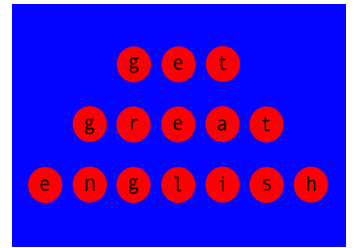


# Meeting preparation checklist

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## Company information

Key information

New words

**They might ask...**

**We want to ask...**

Technical Data (& units) Conversion formulae

To bring: (pens, calculator, etc.)