

Meeting Planner

<p>Meeting Purpose:</p> <ul style="list-style-type: none">• What outcomes do you desire from this meeting?• What do you want participants to do as a result of the meeting?	
<p>Participants:</p> <ul style="list-style-type: none">• How well do the participants understand the topics you will discuss?• How much resistance do you expect from participants to the topics you will discuss? How will you manage that?• Which of the participants would it be helpful to contact in advance to gain their support?	
<p>Facility and Logistics:</p> <ul style="list-style-type: none">• What type of room do you need for the meeting?• What type of equipment and materials do you need?• What type of seating arrangements do you need?	
<p>Agenda: Use the Meeting PAL form to record agenda items, expected outcomes, and logistics.</p>	

Prepare the Participants:

- When will you send the agenda to participants to give them time to prepare?
- What do the participants need to do before the meeting?
- What do the participants need to bring to the meeting?
- Which participants do you need to call before the meeting to prepare them or to gain their buy-in?

Prepare Yourself as the Facilitator:

- What handout do you plan to use?
- What visuals do you plan to use?
- Have you reviewed each agenda item and fully prepared yourself to lead the discussion?
- What is your plan to stimulate interaction of the participants? What questions will you bring that can engage participants?
- What is your plan for managing group dynamics and meeting flow?
- How do you plan to coordinate with anyone who will lead portions of the meeting?