

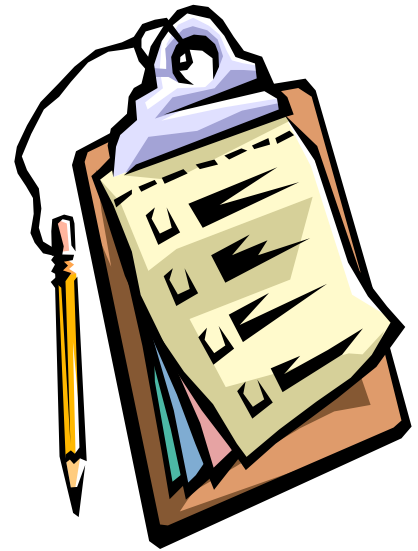
Checklist on How to Run an Effective Meeting

Top 5 Rules of a Good Meeting

1. Set goal(s) for the meeting and prepare an agenda.
 - Prepare yourself - prioritize issues to be discussed, issues from previous meetings
 - Consult with other members and exec board to finalize agenda
 - Research information necessary for making important decisions

2. Arrange all logistics.

- Find a comfortable and convenient meeting place
- Arrange in advance for A-V equipment, flip charts, markers, and other supplies
- Arrive early to set up
- Check for adequate lighting, ventilation, heat
- Set up seating arrangements
- Prepare directional signs and post in key spots of building
- Provide nametags
- Greet people as they arrive
- Supply refreshments, if appropriate
- Locate nearest restrooms

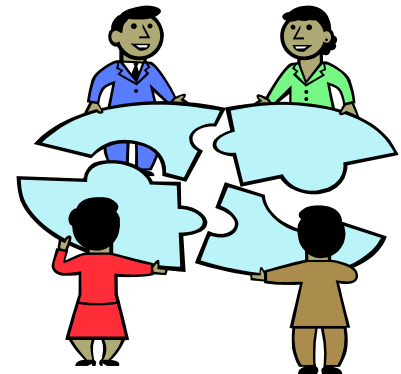


3. Send out announcements, invitations, and reminders for meeting.

- Invite guest speakers to present on special topics/issues
- Invite all relevant constituents, target audience
- Send general and personal invitations early, send reminders
- Circulate agenda, minutes and background information in advance

4. Be courteous, respectful, and inclusive.

- Start and finish meeting on time
- Set a welcoming tone: introductions (ice breaker)
- Engage all participants during meeting



5. Bring closure.

- Come to resolutions
- Preparing an action plan
- Summarize main points and what and how follow-up will be accomplished
- Plan next meeting