

Meeting Management

Gathering Materials

- **Stationary:** this is all the paper you will need at the meeting. It includes, note pads, sticky notes, index cards, envelopes, tape, paper clips, folders, and flip chart.
- **Handouts:** many times you or your presenters will need to distribute handouts.
- **Organizer:** using an organizer like a portable accordion file or Pendaflex is an easy way to file your handouts and other stationary materials in one container.
- **Writing tools:** this includes pens, markers, highlighters, and dry erase markers you may need for your meeting.
- **Special requests:** Ask your presenters ahead of time for special requests.

Making Logistical Arrangements

- **Physical space:** consider the space in which you plan to hold your meeting.
 - Is it on site or off site?
 - Does it need to be set up?
- **Travel:** identify who will need to travel to your meeting.
 - Do they need travel arrangements?
 - Do they need transportation to and from the meeting location?
- **Food:** determine if you need to organize meals.
 - Is your meeting starting early in the morning and you need to serve a light breakfast?
 - Are you going to cater food?
- **Audio and visual:** later there will be a discussion on electronic options; however, if you plan to use electronics like a presentation or video,
 - Do you have to get this placed in the meeting room?
 - Are you savvy enough in troubleshooting technical problems or do you need a technical assistant?
- **Signage:**
 - Do you need to get signs, posters, special handouts made up for your meeting?

Variations for Large and Small Meetings

Large meetings present very different dynamics than smaller meetings. Managing a larger meeting requires more resources and assigned roles. If you are chairing the meeting yourself, you will need to rely on others to ensure all things are well executed. On the other hand, in small meetings, you can assume multiple roles. For example, you can be the chairperson, technical person, and the minute taker in a small meeting. Small meetings are less formal and you can leverage the informal environment to multitask. You may need an assistant if the meeting is comprised of important people. In any situation, careful planning and assessing the risk of working with less roles will help you to determine what roles need to be filled. When in doubt, get more help. Err on the side of caution.