

Setting Up for a Meeting Checklist

- _____ 1. Set up the room and materials on the day or evening prior to the meeting, in plenty of time before the meeting starts, keeping in mind that some participants arrive earlier than expected. Post Ground Rules in a clear location(s).
- _____ 2. If not using a conference room table, arrange seats in a U-shape or square so participants can see and talk easily to other participants.
- _____ 3. Provide sufficient space for participants to spread out materials.
- _____ 4. Ensure all seats afford a clear view of projections and flipcharts.
- _____ 5. Check that all equipment is in working order and that you are familiar with how everything works.
- _____ 6. If using and PowerPoint slides, check that they are up and ready for showing.
- _____ 7. Lay out participant materials and handouts on a side table, if available.
- _____ 8. Attend to physical distractions:
 - a. Adjust thermometer if, needed.
 - b. Draw blinds, if available.

Before the Meeting Starts

- 1. Know the roles and responsibilities.
- 2. Have the goals and objectives written.
- 3. Ensure the proper resources are available.
- 4. Have agenda ready.
- 5. Know the start and end time.
- 6. Know Golden Rule of Meetings: "Praise in public, criticize in private."
- 7. Don't use meetings to force conclusions.
- 8. Don't let personal feelings affect the meeting.
- 9. Remember that the best model for meetings is democracy, not monarchy.