**Checklist for meeting organisation**

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| **Timing** | **Task** | **Completed** |
| |  | | --- | | **As early as possible (ideally, no less than 8 weeks before the meeting)** | | |  | | --- | | **Identify what data will be needed at the meeting. For example, will you need data on**:   * Current/future service model, capacity and demand * Challenges the service faces * Patient / staff experience * Case for change   **Determine the data collection protocol and project team responsibilities** | |  |
| |  | | --- | | **Organise meeting venue**   * Consider the anticipated number of attendees and the size of room to facilitate comfort and a positive working environment * Determine if catering is allowed and if so, make requirements with the venue (e.g. tea, coffee, lunch). If not determine where attendees can access refreshments and lunch nearby * Agree audio-visual requirements with the venue * Laptop/screens for presentations * Flip charts for brainstorming exercises * Look at possible video conferencing options | |  |
| |  | | --- | | **Agree stakeholders to invite to meeting**. To ensure you have the right stakeholders present, you may need to shorten the meeting and/or have multiple meetings | |  |
| |  | | --- | | **Create a formal meeting invite confirming:**   * Meeting time, date and location * Meeting length, objectives and anticipated output * Desired attendee contribution to the meeting * Deadline for confirming interest * Your contact details | |  |
| |  | | --- | | **Send the meeting invitation**   * Maintain a record of acceptances and declines * Follow up any missing responses | |  |
| **6 weeks before the meeting** | |  | | --- | | **Develop the meeting agenda** (a template agenda for local adaptation is provided in the meeting resources; the agenda can be shortened if stakeholders are not available for an extended meeting) | |  |
| |  | | --- | | **Circulate agenda to key stakeholders and address feedback** | |  |
| |  | | --- | | **Running the meeting. Agree who will be**:   * Chairing/facilitating the meeting * Presenting data * Leading workshop sessions * Consider requesting time in the facilitators’ diaries for a short briefing session one week before the meeting | |  |
| **4 weeks before the meeting** | |  | | --- | | **Develop meeting slide presentation, to include the case for change and any supporting data** (a template slide presentation for local adaptation is provided in the meeting resources) | |  |
| |  | | --- | | **Develop meeting facilitation guide to ensure that meeting objectives are addressed** (a template facilitation guide for local adaptation is provided in the meeting resources) | |  |
| **2 weeks before the meeting** | |  | | --- | | **Follow-up with attendees**   * Remind them about meeting logistics and request confirmation of attendance | |  |
| **1 week before the meeting** | **Short briefing with Chair, Presenter and Workshop facilitators (maximum 1 hour)**   * Confirm timings for each session * Rehearse approach to workshops |  |
| **Create meeting packs for attendees, including agenda, attendee list and hard copies of presentation slides** |  |
| **Confirm final details with the venue for attendee numbers and catering, including any special dietary requirements** |  |
| **On the day** | **Arrive early and check room set-up**   * Audio-visual technology (check it works and who to contact if there are issues * Seating arrangements * Room temperature * Run through agenda with venue host and confirm break times |  |
| **No more than 1 week after the meeting** | **Circulate meeting minutes and action plan to all attendees and those who sent apologies** |  |