

Planning Successful Meetings

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Planning Successful Meetings

Types of Meetings:

- **Small - One-on-one - organizational**
- **Operational/business meetings**
- **Educational/professional seminars**
- **Workshops**
- **Conferences**

Planning Successful Meetings

***The larger the meeting –
the more important is structure
and
usually – the more preparation
and preparation time is required***

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ - plus

Why meet?

- **Purpose/reason of the meeting**
 - **Planning meeting, Section meeting, AGM, professional development etc.**
- **No Purpose – no reason for a meeting!
People's time is precious!**

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ plus

Who should be there? Whom to invite?

- **Section meeting:**
 - Section officers, guests,
- **Professional Meeting/Seminar**
 - Guest Speaker's), society members, section members, section officers, guest attendees

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Always:

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When to hold the meeting?

- **Determined by:**
 - Required planning time.
 - Attendees and guests have to be available!
 - Facilities and possibly catering have to be available.
 - Avoid holidays

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Where to hold the meeting?

- ***Determined by availability (cost) and access***
 - ***Free parking***
 - ***Close to either the workplace or the home of the attendees***

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Always:

Be Prepared and Determine W⁵ plus

What to prepare for the meeting?

- **Develop an Agenda**
 - **Get agenda items from attendees**
 - **Send it out early**
- **Documents**
- **Refreshments (?)**
- **Advertising – if a seminar etc.**

Planning Successful Meetings

Consider:

Asking the potential attendees for **Agenda Items** ahead of sending out an agenda.

Asking the potential attendees for **Motions** ahead of sending out an agenda

Sending out **previous meeting minutes** long ahead of time.

Re-sending out the minutes together with the new meeting **agenda** and any **documents** relevant to the up-coming meeting

Sending out a **reminder** a couple of days before the meeting.

Option: plan on Refreshments 1/2 an hour before the business/professional meeting starts to allow for **networking before the meeting**

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Consider:

If possible determine before the meeting:

1. Who **chairs** the meeting?
2. Who **takes the minutes**?
3. Who organizes the **facilities** – room, projector etc?
4. Who brings **hardcopies of the documents** (minutes, agenda, others)?
5. Who organizes the **refreshments**?
6. Who looks after/**introduces guests** – if any?
7. Who is the **Parliamentarian** (observes that Robert's rules of Order are followed)?

Planning Successful Meetings

Important for the success of your meetings are:

1. The mix of people who attend
2. The motivation and enthusiasm of the participants
3. Careful chairing of the meeting, that ensures that all participants leave having accomplished something that is at least very useful and hopefully important and having enjoyed the process.
4. Clear identification of follow-up action items and responsibilities.
5. Minutes within a week of the event.

Planning Successful Meetings

Important for the success of your many meetings is:

1. That the “How To Plan a Meeting for Your Section/Group” is widely shared within your section/group!
2. This allows for sharing or the planning/preparation and for succession planning for various roles within your organization.

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Did we miss anything?

Don't forget the Fun!

Enjoy Your Meetings!

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