

CHOOSING AN APPROPRIATE MEETING SPACE

11 questions to consider when planning a meeting

1. How many people are expected to attend the meeting?
2. What activities are on the agenda?
3. What sizes of groups will be assigned what types of tasks?
4. Will everyone need table space?
5. How much wall space is necessary for posting meeting resources?
6. Is the lighting appropriate?
7. Will participants be able to see each other and the meeting leader?
8. Are necessary audio-visual equipment and connections available and reliable?
9. Should beverages and snacks be available?
10. What will make the room inviting and upbeat as attendees arrive?
11. Who is in charge of addressing these questions and making suitable meeting arrangements?