

PLANNING MEETINGS

I. Participants' Arrangements:

A. **Invite** the speakers, moderators, etc. as far in advance as possible.

B. **Give the participant(s)** the following information:

1. **purpose**/goal of the program
2. program **title** (This might be a joint decision.)
3. program **format** (sole speaker; panel; forum; dinner speaker, etc.)
4. **amount of time** available for each part of the program
5. **date** (show date also if you plan one)
6. **schedule** (Will he/she be first on program, etc.)
7. **location** (include directions and a map if needed)
8. your name, position in AAUW, address, telephone number, email

C. **Request the following information** from the participant(s):

1. **name** by which he/she wishes to be introduced
2. postal **address**, **telephone** number, and **email**
3. **current position** (if relevant)
4. **educational** background (if relevant)
5. **professional** and **volunteer** background (if relevant)
6. **equipment** needed (lectern, table, screen, projector, etc.)
7. preferred **room arrangement** (rows, circle, etc.)
8. **fee** or honorarium required
 - a. Contact the treasurer about the amount budgeted.
 - b. **Note:** 1) Some speakers represent a business or government agency and don't receive fees.
2) Some represent community groups who appreciate a donation.
3) Some speak for a living and must be paid.
 - c. If a fee/donation will be paid:
 - 1) Ask to whom the check should be made out.
 - 2) Get the check from the treasurer before the meeting.
 - d. Be sure to cover any travel expenses and meals. If a speaker does not require a fee and the meeting does not include a meal, invite the speaker(s) to lunch or dinner.
 - 1) Invite other members.
 - 2) Make reservations.
 - 3) Inform the speaker(s) of the dinner arrangements.
 - 4) Arrive early to make payment arrangements in advance.
 - 5) Let the guest(s) know if dessert and coffee will be served at the meeting.

D. **At the meeting:**

1. Greet speaker(s), offer refreshments, and introduce them to members.
2. Introduction: title of program, name of speaker, background
3. Thank speaker and make positive comments.

E. **Send a personal thank you note** the next day.