Hosting Effective Meetings

PURPOSE:

Why are you hosting this meeting/event? What do you want to learn or accomplish?

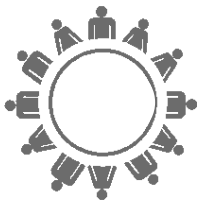
TEAM:

Who will be involved (from concept to completion)?

WHO DO YOU NEED TO REACH?

WHO should participate?	**HOW** will you reach them?	**BARRIERS** or **INCENTIVES**

FORMAT What is the best format to share information, solicit ideas, or gather feedback? Consider if you need to push and/or pull information, size of the group, level of interaction, room size and setup, budget, logistics, etc.
Some format ideas…



TOWN HALL	GALLERY WALK	CIRCLE	CAFÉ CONVERSATIONS
A speaker or panel presents information and attendees are invited to ask questions or make comments.	Information is posted along walls for participants to view at his/her own pace. A host is on hand to greet people and answer questions. Attendee feedback can be recorded at each station, or in a "gallery guide" that poses questions.	A more intimate setting, Circle can be useful to hear individual stories and experiences. Chairs are set in a circle, a host poses questions and participants respond to one at a time.	A series of tables are set up throughout the room. Each table has a host who highlights a specific topic, answers questions and solicits feedback. Participants rotate among all stations.

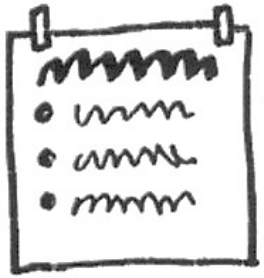
Process Formats

Developed by Grove Consultants

POSTER

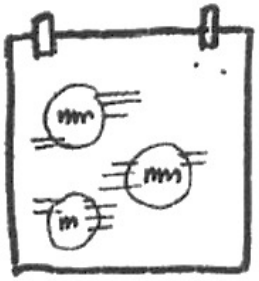
- Theme poster
- Focus
- One idea
- Differentiate

LIST



- Outline
- Line-up
- Linear time flow
- Easy to follow
- To-do list

CLUSTER



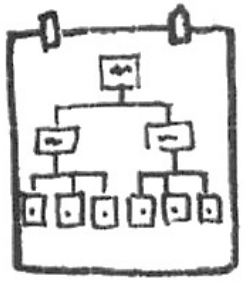
- Builds
- Shows similarities
- Shows themes
- Engaging

GRID

- Build combinations
- Combine + Compare
- Responsibility Charts

* Stops creative thinking

DIAGRAM

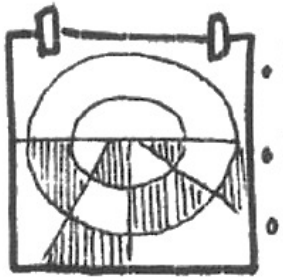


- Grow Understanding
- System map
- Process map

DISPLAY

- Animate meaning
- Gameplans
- Vision maps

MANDALA



- Unity
- Wholeness
- Community