

# Organising Meetings

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*This checklist provides an overview of the main issues to be taken into account before organising a meeting.*

## **When organising a meeting, you should think carefully about the following aspects:**

- The room:** Try to find a room that is large enough for everyone to sit in a circle, so that all involved can see each other.
- Accessibility:** This applies not only to the room, but also to the information provided. Documents can for example be printed in Braille and translated into different languages.
- The number of persons:** This affects the dynamics of the meeting.
- The agenda:** Fix a clear agenda, as this allows everyone the chance to voice his or her opinions.
- Facilitator:** S/he is crucial for the success of the meeting. S/he must be very skilled, good at listening, and should encourage everybody to participate, rather than dominating discussions.
- Icebreaker:** Allow participants time to get to know to each other.
- Breaks:** Plan regular breaks, usually after 1.5 to 2 hours. The work will be more productive if the participants have time to relax. Breaks are also a good way for participants to get to know each other informally.
- Evaluation:** Ask participants for feedback, as it is important to learn from mistakes as well as successes.