Pre-Forum Checklist

SPEAKERS

__ Provide speakers with adequate background on the goals of the meeting

__ Request an outline from each speaker of key points he or she will make

__ Request in advance brief biographies of the speakers

__ Schedule a conference call for all speakers or by panels

__ Reconfirm the amount of time allotted for each presentation

__ Reconfirm A/V needs

- Request presentations in advance to load onto the computer

- Ask speakers to also bring presentations on thumb drives

__ Give speakers a deadline and an address for shipping handout materials

__ Let speakers know how you plan to handle Q&A. Will you:

- Invite questions after each speaker or at the end of each session?

- Assign a moderator to field and direct questions?

__ Inform the speakers:

- What time you want them to arrive the day of the forum

- Who will introduce them

- How you will keep time during presentations

__ Develop a discussion outline with people leading breakout groups and the wrap-up session

PARTICIPANTS

__ One week to 10 days before the forum, send participants an e-mail to:

- Reconfirm attendance, especially if they did not receive an automatic message after registering

- Provide logistical information on the location's entrance, parking, etc.

- Encourage them to invite and register a colleague or local emergency professional, if space is still available

MEETING MATERIALS

Meeting Folders Should Contain:

__ Forum Agenda

__ Biographies of Speakers

__ Participant Roster

__ Acknowledgement of Planning Committee and Sponsors

__ Program Brochure

__ Evaluation Form

Materials for Meeting Folders or Resource Table:

__ Host Organization Materials

__ Materials Provided by Planning Committee/Partners

__ Other Resource Information Provided by Sponsors or Speakers

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ROLES, CONTACT INFO FOR STAFF AND VOLUNTEERS ON FORUM DAY

Meeting Task	Staff	Cell
Registration Table	_____	_____
Resource Table(s) Set Up	_____	_____
Speaker Liaison(s)	_____	_____
A/V Technical Issues	_____	_____
HVAC and Lighting	_____	_____
Catering Arrangements	_____	_____
Photographer	_____	_____
Media Relations	_____	_____
Escorting Breakout Groups	_____	_____
Collecting Evaluation Forms	_____	_____