

Meeting Preparation Tool: The Meeting Room

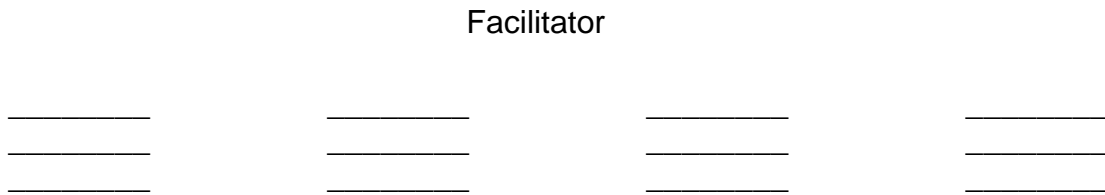
Preparing a successful meeting takes time and consideration. Most people think of presentations and handouts during the meeting preparation phase. Unfortunately, the meeting room preparation often gets completely overlooked.

Meeting participation, productivity and effectiveness depend to a large extent on how the meeting environment is set up. Please find below a few tips on how to adapt the meeting room to achieve a certain effect.

What type of meeting will it be?

You need to train or inform people. The subject matter is complex enough requiring a full presentation.

Seating arrangement: Classroom with desks and chairs in parallel rows



You need to train or inform people. The subject matter ranges from easy to complex, but does not require a full detailed presentation.

Seating arrangement: Meeting place big enough for containing attendees but every one keeps standing.

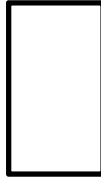


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You need people to collaborate on a familiar topic. Attendees have a good understanding of what goals and their possible strategies and tactics are.

Seating arrangement: Oval or rectangular with desks and chairs

Facilitator



You need people to collaborate on an unfamiliar topic. Attendees do not have a good understanding of what the meeting's goals and their possible strategies and tactics should be.

Seating arrangement: Round without desks and chairs



You need to split in work groups and do some collaborative work in smaller sub groups.

Seating arrangement: Smaller groupings of tables/ desks with chairs.

Facilitator



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Meeting basics check list:

- Do you really have to have this meeting? If yes, then use the meeting planner to set it up.
- Do you have all the resources reserved? Room, data projector, chairs, desks, sound, white boards, easels, writing utensils, paper.
- Do you have goals, attendance, and room planning done? Check out this planning tool. ([Click to download meeting planner](#)).
- Did you think about breaks and break timing? Never, ever go beyond 90 minutes without a break.
 - Did you cover drinks and food? Do you need any?
- Are handouts necessary and do you have all the copies you need on hand?
- Is the meeting room lighting, seating, climate control, and the traffic pattern all set?
- Do you have a rule sheet for expected behavior and electronics use etiquette?

Got any ideas how to make this meeting prep sheet any better? Please drop me a [mail](#).