

Attachment: Develop your own simple checklist

Number of methodological Tool	EUPA_LO_024_M_001
Number of attachment	EUPA_LO_024_M_001_Att1

Attachments to the Methodological Tools

Simulation

1. A memo to Mary from her manager

Dear Mary,

I have just been informed that the European committee responsible for our organisation in Brussels will be visiting us for a progress meeting on the 2nd of December. This meeting is vital for us. Please make sure that everything will be in order, taking into account the following:

- 1. Three people will visit us. All of them will arrange their own travelling but we need to make their accommodation arrangements.*
- 2. The meeting duration will be 2 days.*
- 3. I and the head of our EU projects department will be making a presentation.*
- 4. We will be taking lunch at the office during the meetings but we have to arrange for two formal dinners also.*
- 5. Please also arrange for reminder gifts.*

I am sure you will figure out the rest of the details yourself.

Let me know if you have any questions.

Mark

2. Sample checklists

Meeting type

<input type="checkbox"/> EU Projects Meeting		Project Name	
Project Coordinator		Contact Name, telephone and Email	
<input type="checkbox"/> Customer Meeting		Customer Name	
Contact Name, telephone and Email		Contact Name, telephone and Email	
<input type="checkbox"/> Association Meeting		Association Name	
Official Representative of the organisation		Contact Name, telephone and Email	

Participant details

Number of participants		Participants from	<input type="checkbox"/> Cyprus
Responsible for accommodation arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participants Booking form attached	<input type="checkbox"/> Abroad <input type="checkbox"/> Yes <input type="checkbox"/> No
Other comments related to participants			

Meeting Title:	
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Start Date:		End Date:	
Start Time:		End Time:	
Duration:	xxx days/ xxx hours		Language: <input type="checkbox"/> Greek <input type="checkbox"/> English
Venue (include room name if applicable):			
Venue room layout	<input type="checkbox"/> Classroom <input type="checkbox"/> U shape (Π) <input type="checkbox"/> In Groups (enter no of groups) <input type="checkbox"/> No tables in the room <input type="checkbox"/> Other (please specify): <hr/> <hr/>		
Person responsible at venue			
Other comments related to the venue			

Coffee and Lunch breaks

Day #(1,2 etc) and time of break	Type of break	Please include



Our responsibilities

- Booking of accommodation for participants
- Arranging taxis for participants
- Composition of agenda
- Dissemination of agenda



Preparation of folders

Other1 _____

Other 2 _____

Other 3 _____

Comments

Attachments

Booking Accommodation list

Agenda

Hotel confirmations (Enter No of confirmations)

Other1 _____

BEFORE THE MEETING

RELATED TO THE MEETING

Book room

Order catering

Order snacks

Prepare attendance form with appropriate logos

Print welcome note with appropriate logos

Prepare meeting room (projector, pads, pens)

Inform the hotel on the setup and other details

Print evaluation forms



<input type="checkbox"/> Prepare participant nametags
<input type="checkbox"/> Ensure all of the above are transferred to the hotel room
<input type="checkbox"/> Organise official dinners
RELATED TO PARTICIPANTS
<input type="checkbox"/> Send agenda and details of meeting (place, time, duration) to participants

AFTER THE MEETING

<input type="checkbox"/> Prepare evaluation report
<input type="checkbox"/> Sent evaluation report to manager

[These attachments can be found in electronic format on the enclosed CD]

