Sample meeting timeline

(adapt to your meeting type)

M – 6 wks

- Prepare draft agenda index (based on annual Meeting Plan, actions from previous meeting, discussion with Chair)
- Email agenda index to relevant stakeholders calling for papers:
  - Advise of deadline for submission
  - Seek advice of items to be added or deleted
- Check venue booking

M – 4 wks

- Issue notice of meeting to interested parties (members/attendees, contributors)
- Check status of follow-up actions from previous meeting

M – 3 wks

- Send updated agenda index to contributors with reminder re deadline for papers
- Advise presenters of deadline for submission of presentation
- Arrange parking if required for external participants or presenters

M – 2 wks

Deadline for submission of papers

M – 1 wk

Agenda distribution

- Draft Briefing Note for Chair
- Arrange catering
- Arrange AV requirements
- Obtain presentations
- Arrange building/room access if meeting out of hours
- Arrange parking if required for external participants or presenters

M – 1 day

- Send briefing note to Chair
- Prepare minutes "shell"
- Print minutes of previous meeting for signing

M

Meeting date

- Arrive early!
- Take contact numbers (AV, catering)
- Check AV, catering in place
- *Expect the unexpected…*

M + 1 wk

- Draft minutes and send for review
- Convey decisions to those who need to know
- Identify follow-up actions and advise relevant officers

M + 2 wks

- Forward minutes to Chair for clearance
- Email cleared draft minutes to members
- Prepare reports as required