European Organization for Nuclear Research
Organisation européenne pour la recherche nucléaire

Organising a Meeting – Roadmap
(EDMS template EDMS N° 1277234, with some additional information here EDMS N°1277234)

CERN SY/EPC/LPC
EDMS N° 000000

Meeting name (short sentence) ► Name = title email + meeting m^{gt}		…………………………………………………………
Meeting detailed purpose ► **S**pecific ► **M**easurable ► **A**ttainable ► **R**eachable ► **T**emporally defined		……………………………………………………………… ……………………………………………………………… ……………………………………………………………… ………………………………………………………
Why a meeting? **Why now?**		……………………………………………………………… ………………………………………………………………
Type ►Must be - Clear - Adequate ►Must be - OK for all	**Informative**	Teach - Motivate - Expose - Reminder - Inform
	Search – Find	Discuss - Debate - Evaluate - Collect of: facts | ideas | solutions Confront - Clarify - Find an agreement | a solution | a frame
	Decide - Validate	Expose - Plan - Clarify - Decide - Validate - Obtain adhesion
How is organised the meeting? ► Must be clear, adequate & accepted from everybody when starting meeting.		Brainstorming - "Tour de Table" - All sitting | stand-up | active | listen - Questions : possible during | grouped at end - Sub-groups - Debates
Out of subject, digressions?		Tolerated | Not tolerated & ……………………………………………
Agenda ► Must be **clear**, **adequate** & **presented** when **starting** the meeting. ► 5 min introduction - context – process ► xx min for a presentation (ppt) ► xx min for discussion, brainstorming ► xx min of silence for post-it session ► xx min for synthesis or control minutes		……………………………………………………………… ……………………………………………………………… ……………………………………………………………… ……………………………………………………………… ………………………………………………………………
Expected Deliverable(s) ► A solution | decision everybody agree. ► The collect of ideas, feedbacks... ► The audience being informed now. ► A file, document, created or updated…		……………………………………………………………… ……………………………………………………………… ………………………………………………………………
What comes after the meeting?		Synthesis - Action - Minutes - Email - Another Meeting - Document

Date / Time | Building / Room	**Date**:	**T$_{start}$:**	**Building**:	☐
		T$_{stop}$:	**Room**:	☐
Tentative Email (1st announce, proposed date, most important participants consulted)	Ensure final date + collect pre-feedback from main participants.			☐
Booking Room	**Through Indico @ CERN**			☐
List of participants	**Names:** ……………………………………………………			☐
Official invitation (agenda mgt) ► 1, 2 days after 1st email > all participants	**Email: meeting name.** Links + meeting data + objective + deliverable.			☐
Meeting secretary ► people taking notes during the meeting	**Name:** ………………………………………………………			☐
Time Keeper ► people controlling agenda is respected	**Name:** ………………………………………………………			☐
Material required for the meeting	Beamer - Post It - Paper board - Pencils - Posters - Laptop - Pointer			☐