## Handout: Logistics

* ![j0237192[1]]()Physical space: consider the space in which you plan to hold your meeting.
	+ Is it on site or off site?
	+ Do you need to make reservations?
	+ Does it need to be set up?
	+ ![j0440389[1]]()Do you have to contact you facilities department to remove or add partitions?
	+ Do you need furniture moved?
* Travel: identify who will need to travel to your meeting.
	+ Do they need travel arrangements?
	+ Do they need transportation to and from the meeting location?
	+ Do you have to make security aware of their presence so they are not held up at the door?
* Food: determine if you need to organize meals.
	+ Is your meeting starting early in the morning and you need to serve a light breakfast?
	+ ![j0237641[1]]()Is your meeting all day?
	+ Are you going to cater food?
	+ Are you planning to have lunch at a local restaurant?
	+ Do you need to make reservations?
* Audio and visual: later there will be a discussion on electronic options; however, if you plan to use electronics like a presentation or video,
	+ Do you have to get this placed in the meeting room?
	+ ![j0404359[1]]()Are you savvy enough in troubleshooting technical problems or do you need a technical assistant?
	+ Do you need a projector, screen, computer, etc?
	+ Do you need a sound system set up so everyone can hear the presenters?
* Signage:
	+ Do you need to get signs, posters, special handouts made up for your meeting?

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