

# Checklist – AGM Preparation

Tasks	Responsible person	Expected Completion Date	Status
<b>Announcement and Registration</b>			
Announcement of meeting - where, when, registration fee.			
Meeting registration form – Registration deadlines.			
Accommodation Possibilities.			
Transportation Options.			
Preliminary agenda. (for circulation and feedback)			
<b>Accommodation / Hotel</b>			
Reservation of room contingent for the attendees (ideally near to the venue and within reasonable price range)			
Transportation between Hotel and meeting venue.			
<b>Agenda</b>			
Final agenda -> Based on Feedbacks and updates.			
Introduction of individual member with short presentation.			
Time division for meeting sessions and breaks.			
<b>Meeting Sessions</b>			
Rooms for meeting sessions with enough capacity to accommodate all participants comfortably.			
Appropriate arrangement of attendance register.			
Technical requirements (beamer/projector, internet access, flipchart, computer, etc.)			
Beverages and snacks arrangement. Special arrangements for lunch breaks.			
Stationary ( Notepads, pens, pencils etc.)			

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<b>AGM Material</b>			
Printed final agenda.			
Supporting material corresponding to each session.			
Handout/ Conference Reader and/or CD (presentations of members).			
Signs/Room plan (for Orientation).			
Nametags.			
Comments and feedback form.			
<b>Photographer</b>			
Selection of competent photographer.			
Time and location of photography session.			
<b>Dinner</b>			
Deciding venue for dinner.			
Selecting suitable menu.			
Arranging transportation.			
<b>Associated Events</b>			
Cultural activities, site visits etc.			
<b>Marketing Material</b>			
Press Releases.			
Also through GBN members arranging press releases in individual GBN member countries.			