Step 4: Structure the Agenda and Activities

Pre-session

Items to consider for the covering note and package:

* Thank participants for registering
* Event goals and agenda
* A note from a sponsor or champion about the relevance of the session and how the outcomes could affect the future
* List of participants
* Provide clear instructions and indicate an estimation of how much time reviewing the package should take
* Offer delivery options for documents (e.g., mail hard copies, email, website download)
* Invite participants to consult with colleagues about shared perspectives related to the event goals
* Include a one paragraph biography of facilitators or presenters
* Provide other resource links related to the session topics: websites, media, an online video clip, review of a slide deck.
* Tips:
* Ensure the information is sent out far enough in advance so individuals will have a reasonable amount of time to complete it.
* Provide session location details so they can make their travel arrangements.
* Clarify any financial support.
* Have a process for participants to identify if they haven’t received the package and/or can’t access it.
* If completion is mandatory, set up a process to monitor this.
* Recognize that participants have limited time, so ensure tasks have an obvious link to the outcomes and are worth the time/effort required.