

Meeting Support Matrix

Generate as much as possible ideas or actions you could to support the meeting content objectives

Stakeholder:			
Key objectives:			
100	BEFORE (introduce, entice, tease, warm-up)	DURING (act, react, see, touch, do listen, talk, think)	AFTER (remind, stimulate, encourage)
EDUCATION weight:	On line brainstorm to develop content, Introduce topics before, Survey before the conference to get the brains going, ...	CONCEPTS Free consultants, metaplan, round tables, forum, panel, debate, Open Space, exam, quiz... TOOLS Moderator, facilitator, animator, theatre, role-play, speakers, remote presentation... Real time brainstorm technology, Examination, multiple flipcharts, Brainstorm, Video production, Webcasting, content capturing, ...	Follow up website, On line education / presentation (searchable), On line forum, Cd rom or dvd Post event newsletter summarising, Post event online examination, Pod-casting, send results from voting, measure /exam /survey, create content blog / speaker list, Motivate to do more, ...
NETWORKING weight:	Online community	CONCEPTS Round table sessions, standing lunch, Squared lunch, themed coffee breaks, Table switching (meeting and meal) Peer learning: Share cases, Networking lessons & tips... TOOLS Collaboration technology, Spot-me, N-Tag, Make music, art in teams, Theme music repeated Messaging system, ...	Email with pictures and info of participants, Who's Who Picture book, Networking poster, Ask for networking results, ...
MOTIVATION weight:	Creative theme, Digital invitation, Introduce theme music with MP3, SMS reminders, ...	Welcome message in bus or taxi, Survey opinion polling, Voting, Closing video, vox-pop's, virtual character, Big set, Top AV to great production/staging, Cyber café, Hi-Home, Toys/gifts/prizes, music, ...	Distribute action plan based on gathered meeting data, On line photo album (souvenir), Picture album, prints of individual's photos, ...

For more information on the Meeting Support concept, go to the website:

www.meetingsupport.org