

# The Meeting Planning Process

## A Guide to Planning Successful Meetings



*The Go-to Guide for meeting, administrative and/or other professionals at all levels.*

- **ESTABLISH** meeting goals, objectives and key messages; **DEFINE** target audience.
- **IDENTIFY** action items; **DEVELOP** task lists and time-lines.
- **LEARN** keen insights and valuable tips to help **CREATE** the perfect meeting **EXPERIENCE**.
- **SURROUND** yourself with a team of experts to make you and your organization **SHINE**.

Mary Jo Wiseman, CMP | [www.maryjo-wiseman.net](http://www.maryjo-wiseman.net)

# Minnesota Meeting Planning Guide

**R Sanford**



## **Minnesota Meeting Planning Guide:**

The Meeting Planning Process Mary Jo Wiseman, 2016-10-10 The Meeting Planning Process A Guide to Planning Successful Meetings by Certified Meeting Professional Mary Jo Wiseman offers a common sense approach to managing the meeting planning process based on the knowledge and experience she garnered over a 20 year career as a corporate meeting and event coordinator The author s systematic approach to project management helped her to get and stay focused on the task at hand while handling multiple details projects and deadlines throughout her career and she wants to share her secrets for success with others The author firmly believes it is NOT just one person who makes a meeting or event happen but rather a well led TEAM of dedicated enthusiastic talented individuals who come together to do what they do best to help organizations EXCEED PROGRAM OBJECTIVES and make them SHINE It is the PROCESS or system used to get started that can either keep you on track or send you off the rails This Guide offers a practical overview of the entire planning process for people just starting out in the business or meeting planning veterans alike and offers keen insights and valuable tips to help CREATE the perfect EXPERIENCE for their audience by staying true to the basic elements of the planning process It is intended to lead people through the proper steps and the sequence of tasks involved in planning a meeting such as Establishing a Planning or Design Team Developing an Overall Plan Budgeting Site Selection Communications Contract Review and more The Guide also includes handy templates developed by the author a Meeting Time Line Overall Plan and Request for Proposal as well as descriptions and diagrams of possible room set ups

**Resources in Education** ,1998-04  
**City & State Directories in Print** ,1990      **The Minnesota State Register** ,1998      Comprehensive Master Plan for the Management of the Upper Mississippi River Basin ,1982      Worldwide Brochures ,1996      **Minnesota Ventures** ,1992

State Register ,2000      **Minnesota Strategic Capital Budget Plan** Minnesota. Governor,2000      **Federal Register** ,1979-03      **Cities in Full** Steve Belmont,2002 Three decades ago urban America was troubled by escalating crime rates and a fleeing middle class but conditions in many cities were enviable then compared to now Some are so damaged that to restore them to their 1970 condition seems an insurmountable task and true revitalization may seem unimaginable to those who control their fate Yet all is not lost Cities in Full explores the great potential of the American city and outlines essential elements necessary for its revitalization Steve Belmont embraces Jane Jacobs much acclaimed prescription for urban vitality high densities mixed land uses small blocks and variously aged buildings This book examines neighborhoods that adhere to precepts and those that do not and compares the results He examines the destructive forces of decentralization and shows how and why they must be turned into forces of renewal The author outlines an agenda for recentralizing commerce housing and transportation infrastructure and discusses how recentralization is affected by poor social and economic conditions The author analyzes the deficiencies of current low income housing policy and offers a strategy more favorable to cities and their metropolitan areas Belmont exposes neighborhood political forces that sometimes thwart a city s best interests and offers an

ambitious blueprint for renewal that includes creating middle and upper income housing at moderate and high densities  
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