



Resources

List of Resources

Books

- 101 Ways to Make Meetings Active: Surefire Ideas to Engage Your Group.* Mel Silberman and Kathy Clark. ISBN: 0787946079. San Francisco: Pfeiffer, 1999.
- The Business Meetings Sourcebook.* Eli Mina. 081440670X. AMACOM, 2002.
- The Complete Guide to Successful Event Planning.* Shannon Kilkenny. ISBN: 0910627924. Ocala, FL: Atlantic Publishing Company, 2007.
- The Complete Handbook of Business Meetings.* Eli Mina. 0814405606. AMACOM Books, 2000.
- The Complete Idiot's Guide to Meeting & Event Planning, 2nd Edition.* Robin E. Craven Lynn and Johnson Golabowski. ISBN: 1592574629. New York, NY: Alpha, 2006.
- Conducting Meetings: A Guide to Running Productive Community Association Board Meetings.* M. J. Keatts. ISBN: 0941301427. Alexandria, VA: Community Associations Institute, 1998.
- Effective Meetings: Improving Group Decision Making.* John E. Tropman. ISBN: 0761900217. Thousand Oaks, CA: Sage Publications, 1996.
- The Effective Presentation: Talk Your Way to Success.* Asha Kaul. ISBN: 0761934138. Thousand Oaks, CA: SAGE Publications, 2005.
- First Aid For Meetings: Quick Fixes and Major Repairs for Running Effective Meetings.* Charlie Hawkins. ISBN: 1885221614. Newberg, OR: BookPartners Incorporated, 1998.
- Great Meetings! Great Results.* Dee Kelsey and Pam Plumb. ISBN: 0965835413. Portland, ME: Hanson Park Press, Inc. 2004.
- Guide to Meetings (Guide to Series in Business Communication).* Mary Munter and Michael Netzley. ISBN: 0130338567. Upper Saddle River, NJ: Prentice Hall, 2001.
- How to Conduct Productive Meetings: Strategies, Tips and Tools to Ensure Your Next Meeting Is Well Planned and Effective.* Donald Kirkpatrick. ISBN: 156286453X. Alexandria, VA: ASTD Press, 2006.
- How to Manage Meetings (The Sunday Time Creating Success).* Alan Barker. ISBN: 0749445475. London: Kogan Page, 2007.
- Making Meetings Happen: A Simple and Effective Guide to Implementing Successful Meetings.* Robert Burns. ISBN: 1875889248. Chicago, IL: Independent Publishers Group, 2001.
- Making Meetings Work: How to Get Started, Get Going, and Get It Done.* Ann M. Delehant, Valerie von Frank, and Stephanie Hirsh. ISBN: 1412914604. Thousand Oaks, CA: Sage Publications, 2007.
- The Manager's Guide to Effective Meetings.* Barbara J. Streibel. ISBN: 0071391347. Columbus, OH: McGraw-Hill, 2002.
- Meeting & Event Planning for Dummies.* Susan Friedmann. ISBN: 0764538594. Hoboken, NJ: For Dummies Publishing, 2003.
- Meeting Excellence: 33 Tools to Lead Meetings That Get Results.* Glenn M. Parker and Robert Hoffman. San Francisco, CA: Jossey-Bass Publishing, 2006.
- Meeting of the Minds: A Guide to Successful Meeting Facilitation.* Daniel S. Iacofano. Berkeley, CA: MIG Communications, 2006.
- Meeting Skills for Leaders: A Practical Guide for More Productive Meetings.* Marion E. Haynes. ISBN: 1418864897. Boston, MA: Course Technology, 2006.
- Meetings (Business Skills).* Anne Laws. ISBN: 1902741153. UK: Summertown Publishing Ltd, 2000.
- Meetings: Do's, Don'ts and Donuts: The Complete Handbook for Successful.* Sharon M. Lippincott. ISBN: 0963796666. Pittsburgh, PA: Lighthouse Point Press, 1999.
- Meetings Made Easy.* Frances A. Micale. ISBN: 1932531246. Columbus, OH: Entrepreneur Press, 2004.
- Meetings over Easy: How to Have Better, Shorter, More Productive Meetings.* Jan Zaragoza. ISBN: 1413477941. Philadelphia, PA: Xlibris Corporation, 2005.
- Mina's Guide to Minute Taking.* Eli Mina. 0973442808. Eli Mina Consulting, 2004.
- Not Another Meeting!: A Practical Guide for Facilitating Effective Meetings.* Frances A. Micale. ISBN: 1555716326. Canada: Oasis, 2002.

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- Plan and Conduct Effective Meetings: 24 Steps to Generate Meaningful Results.* Barbara Streible. ISBN: 0071498311. Columbus, OH: McGraw-Hill, 2007.
- Planning Successful Meetings and Events.* Ann J. Boehme. ISBN: 0814479952. New York, NY: AMACOM, 1999.
- Return on Investment in Meeting and Events: Tools and Techniques to Measure the Success of All Types of Meetings and Events.* Jack Phillips. ISBN: 0750683384. Burlington, MA: Butterworth Heinemann, 2008.
- Running a Meeting That Works (Barron's Business Success Guides).* Robert F. Miller, Marilyn Pincus. ISBN: 0764124501. Hauppauge, NY: Barron's Educational Series, 2003.
- Running Board Meetings: How to Get the Most from Them.* Patrick Dunne. ISBN: 0749449748. London: Kogan Page Limited, 2005.
- Running Meetings.* Harvard Business School Press. ISBN: 1422101851. Boston, MA: Harvard Business School Press, 2006.
- Secrets of Highly Effective Meetings.* Maria M. Shelton and Laurie K. Bauer. ISBN: 0803961332. Thousand Oaks, CA: Sage Publications, 1994.
- Successful Meetings: How to Plan, Prepare, and Execute Top-Notch Business Meetings.* Shri Henkel. ISBN: 0910627916. Ocala, FL: Atlantic Publishing Company, 2007.
- Getting a Meeting Under Way: <http://dda.harvard.edu/aboutdda/handbook/conducting.html>
- Holding Successful Meetings: http://www.neighborhoodlink.com/article/Association/Holding_Meetings/
- How to Plan an Organizational Meeting: http://www.ehow.com/how_135437_organizational-meeting.html
- Leading a Meeting: <http://aisweb.wustl.edu/hr/empld.nsf/pages/leadmeet>
- Make Meetings Work: <http://www.meetingwizard.org/meetings/how-to-plan-a-meeting.cfm>
- Meetings: <http://www.nwlink.com/~donclark/leader/leadmet.html>
- Nine tips for running more productive meetings: <http://www.43folders.com/2006/02/21/meetings>
- Organizing Successful Meetings: <http://www.getahead-direct.com/gwmt03-organizing-successful-meetings.htm>
- Successful Meetings: <http://www.multiculturaladvantage.com/recruit/diversity/diversity-council/Successful-Meetings-Diversity-Factor.asp>
- Tools to Turn Information into Action: <http://www.toolpack.com/meetings.html>
- Your Meeting Resource Center: <http://www.effectivemeetings.com/meetingplanning/agenda/agenda.asp>

Websites

- The 5 principles of successful meetings: <http://www.nsd.org/library/publications/jsd/garmston231.cfm>
- 10 Steps To Better Meetings: <http://www.to-done.com/2005/08/10-steps-to-better-meetings/>
- 10 Tips for Successful Meetings: <http://www.statssheet.com/articles/article1245.html>
- Antidote for Bad Meetings: <http://www.llrx.com/columns/guide25.htm>
- Basic Guide to Conducting Effective Meetings: <http://www.managementhelp.org/misc/mtgmgmnt.htm>
- Better Meetings With Bert Decker: http://www.youtube.com/watch?v=J2yO_sPW_5E
- Conducting Meetings Checklist: http://spot.pcc.edu/~rjacobs/career/conducting_meetings.htm
- Conducting Effective Meetings at Work: <http://www.moneyinstructor.com/art/workmeetings.asp>
- Conducting Effective Meetings: http://nonprofitmanagement.suite101.com/article.cfm/conducting_effective_meetings
- Effective Meetings Produce Results: Tips for Meeting Management : http://humanresources.about.com/od/meetingmanagement/a/meetings_work.htm
- Better Meeting Management for Better Communication. Jack Wilson and Associates Video, 2002.
- Conducting a productive meeting. Meridian Education Corporation, 2005.
- Effective meeting skills. Crisp Publications, Inc, 1998.
- Going to a Meeting Series. 2 part series. AIM Learning Group, 2002.
- How to Conduct a Meeting. Robert McConnell Productions, 1998.
- How to run a successful meeting. Informed Business Training, 2006.
- Meetings, bloody meetings. John Cleese and Antony Jay. Video Arts, 2007.
- Meetings: Learn the Skills that Will Change Your Meetings. Nicholas & Smith, 1998.
- Meetings, Meetings, Meetings. Laree Kiely. Insight Media, 2000.
- Team skills for meeting together. Dick Leatherman. Human Resource Development Press, 2005.
- We've got to Stop Meeting Like This. George Lowe and Tony Jeary. Coastal Training Technologies Corp., 2004.