Alliance for Response

Pre-Forum Checklist

Speakers

___ Provide speakers with adequate background on the goals of the meeting

___ Request an outline from each speaker of key points he or she will make

___ Request in advance brief biographies of the speakers

___ Schedule a conference call for all speakers or by panels

___ Reconfirm the amount of time allotted for each presentation

___ Reconfirm A/V needs

- Request presentations in advance to load onto computer
- Ask speakers to also bring presentations on thumb drives

___ Give speakers a deadline and an address for shipping handout materials

___ Let speakers know how you plan to handle Q-and-A. Will you:

- Invite questions after each speaker or at the end of each session?
- Assign a moderator to field and direct questions?

___ Inform the speakers

- What time you want them to arrive the day of the Forum
- Who will introduce them
- How you will keep time during presentations

___ Develop a discussion outline with people leading breakout groups and the wrap-up session

Participants

___ One week to 10 days before the Forum, send participants an e-mail to:

- reconfirm attendance, especially if they did not receive an automatic message after registering
- provide logistical information on the location's entrance, parking, etc.
- encourage them to invite and register a colleague or local emergency professional, if space is still available

Meeting Materials

Meeting folders should contain:

___ Final Alliance for Response Forum Agenda
___ Biographies of speakers
___ Participant roster
___ Acknowledgement of planning committee and sponsors
___ Alliance for Response flyer (provided by FAIC)
___ Evaluation Form (master document from FAIC)
___ Guide to Acronyms (master document from FAIC)

Materials for Meeting Folders or Resource Table:

___ "Working with Emergency Responders" Poster (provided by FAIC)
___ Disaster Response Networks List (master document from FAIC)
___ Flyer on the Emergency Response and Salvage Wheel and Field Guide (provided by FAIC)
___ Other resource information provided by sponsors or speakers

Roles, Contact Info for Staff and Volunteers on Forum Day

Meeting Task	**Staff**	**Cell**
Registration Table	_____	_____
Resource table(s) set-up	_____	_____
Speaker Liaison(s)	_____	_____
A/V Technical Issues	_____	_____
HVAC and lighting	_____	_____
Catering arrangements	_____	_____
Photographer	_____	_____
Media relations	_____	_____
Escorting breakout groups	_____	_____
Collecting evaluation forms	_____	_____