

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

Minnesota Meeting Planning Guide

Tao Wei



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