



HEATH HOUSE

MEETING CENTRE

Heath House Training Centre and Business Hub

Checklist for meeting organisers

There is a lot to consider when planning a meeting and selecting the right meeting venue is crucial.

The meeting facilities can affect how your delegates feel, which in turn has an impact upon concentration and participation. Both of which can influence the outcome of the meeting.

This guide is designed for anyone who is organising a meeting for the first time.

ACOUSTICS

- Are there appropriate sound amplification facilities eg speakers
- Will participants be able to hear the person leading the meeting?

TRAVEL, PARKING AND ACCESS

- Is there carparking available?
- Is carparking free – if not, what is the charge?
- If there is no onsite carparking, where is the closest place that delegates can park?
- Is the meeting venue easy to find?
- Can you get to the venue via public transport?
- Is the venue accessible for those with disabilities?

CONNECTING TO THE PROJECTOR

- Will someone be on hand to help the person leading the meeting to connect to the projector?
- Is there a laptop available or does the presenter need to bring their own?
- What connectors are available on the projection screen?
- Does the presenter have these connectors available on their laptop?

VISIBILITY OF THE SCREEN

- Are there any blind spots in the meeting room?
- Will all participants be able to see the screen without twisting?
- Can people sitting at the back of the room see the screen clearly?

PLUG SOCKETS

- Are there additional sockets available for participants to plug in laptop chargers?

LIGHT

- Does the meeting room have natural daylight?
- Are there black out blinds available to prevent glare on the screens?

TEMPERATURE

- Can you control the temperature in the meeting room?
- Are there windows that open?
- Are there thermostatic valves on the radiators?
- Will the meeting room be a comfortable temperature upon arrival?



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MEETING ROOM LAYOUT

- Have you discussed the meeting room layout with the venue?
- Which layout option have you agreed?
 - Board room
 - Classroom
 - U-shape
 - Lecture
- Check that all attendees are facing the screen?
- Can all participants see the screen?

FURNITURE

- Is the seating sufficiently comfortable for a full day / half day
- Is there enough space on the tables for training materials?

CATERING

- Does the meeting venue have catering facilities?
- Is there flexibility on when lunch is served?
- Can the venue cater for dietary requirements?

WI-FI

- Is there free wi-fi available
- Will delegates need a password to access the wi-fi
- What is the speed and reliability of the wi-fi connection

ADDITIONAL QUESTIONS

- Is the floor carpeted? (Moving chairs on a hard floor can create a loud disruptive noise)
- Are there any fire alarms planned during the day?
- What other events are happening in the building on the same day and will they cause any disruption?
- Is there a coffee lounge or breakout room available where delegates can stretch their legs at break times?
- Does the venue provide photocopying services if needed?