Supporting Advisors Before Meetings

You can use this checklist to prepare advisors to fully participate in meetings. It can also identify areas where you could improve advisor support.

Meeting Planning	Yes	No	N/A
Consider advisors preferences for meeting times and locations			
Send a calendar invite to advisors in advance of the meeting			
Send a separate email to advisors with the meeting date, time, log-in and dial-in instructions			
Co-ordinate travel and accommodation for advisors, keeping in mind special accommodations			
Ask advisors about and address their food allergies or sensitivities			
Support for Online Meetings			
Ensure advisors have access to the meeting technology			
Confirm that advisors know how to use the meeting technology			
Check the internet connection, for the meeting, to ensure advisors can join online			
Inform advisors of who they can contact if they have trouble joining an online meeting			
Agenda			
Ask advisors for input into the meeting agenda			
Outline the goals, purpose, and expectations of the meeting			
Offer to meet advisors, before the meeting, to discuss the agenda and answer any questions they may have			
Meeting materials			
Send meeting materials to advisors one week before the meeting			
Printed meeting materials for advisors attending in person			
Provided advisors with the meeting location and parking information			

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Preparing Advisors for Meetings			
Asked advisors how they would like to participate in the meeting			
Asked advisors how they would like to be supported during the meeting			
Provided advisors with a list of meeting attendees along with each person's role and a picture, if possible			
Shared, with advisors, how decisions are made by the committee or working group			
Shared, with advisors, how conflicts will be resolved			
Informed advisors that they can excuse themselves from a topic or meeting if it is a "trigger" for them			
Cancelling Meetings			
Sent the meeting cancellation notice at least one day before the meeting was scheduled)			