

Four easy steps to organise a network meeting

Here are some helpful tips for arranging meetings



Before the meeting

Decide where, when and what you'll talk about

Local hospitals, libraries or cafes often have affordable meeting spaces. Choose a time of day that suits the health workers in your area.

Decide the focus for the meeting e.g. case study discussion, guest speaker/s, local service presentation, panel discussion or networking. Your dedicated Project Officer will assist you with these tasks.



Promote

Invite local mental health workers

Find your local health workers and let them know about the meeting. Local services, clinics and the Primary Health Network are good places to start.

Your Project Officer will design the invitation and take the RSVPs.



Meeting day

Welcome to our network

How exciting! Make sure you are at the venue to set up and welcome everyone to the meeting. Invite attendees to sign the attendance sheet. Introduce the guest speaker or chair the discussion. Encourage networking. Get ideas for the next meeting. Enjoy!



After the meeting

Liaise with your Project Officer

Send the signed attendance sheet and reimbursement form or invoices to your Project Officer. Your Project Officer will send Certificates of Attendance and the Network Directory to members. Plan the next meeting.