



CHECKLIST

The success of a meeting essentially depends on how well prepared it is.

You have to anticipate everything so that you can concentrate on the business at hand during the meeting itself. Novotel, experts in meeting organisation, offers you the following checklist: an indispensable tool to help make your meeting a total success.

Before booking the hotel, we strongly recommend

That you answer the following questions: Things to decide:

- What is the ultimate purpose of this meeting?
 - What are your objectives?
 - Who will attend? Do these participants know each other?
 - What are their expectations?
 - Do you already have an agenda in mind?
 - What type of meeting is it:
 - brainstorming?
 - a working meeting?
 - a team meeting?
 - a new product presentation for clients?
- The dates and times of the meeting, with several alternatives if possible.
 - The place where the meeting will be held, taking into account how easy it is to get to, transportation possibilities, parking, etc.
 - The number of participants.
 - The number, the size and the configuration of the meeting rooms.
 - The IT equipment, the audiovisual equipment, and the connections you will need.
 - The number and the types of rooms necessary for each day.
 - Your needs in terms of meals and catering (breaks, lunches, dinners, cocktails).

Consult the Novotel meeting guidelines and see our recommendations for the type of event you're planning.

Before the big day, don't forget to:

- confirm and update your reservation (meeting room, guestrooms, meals and catering, etc.).
- specify your billing terms: name of the entity to bill, how the bill will be settled (on site, on reception of the bill), the services to be included and the services to be charged to individual participants (restaurant, accommodation, rental of the rooms, the breaks, and extras (bar, telephone/fax, parking, photocopies, activities).
- confirm the list of participants as well as the number (total number, number by day / by room, if necessary).
- specify the signage for the meeting rooms.
- send a list of the names of participants staying at the hotel.
- choose the menus (specify if any participants have special dietary needs).
- set the meeting agenda.
- send the agenda to the participants.
- send participants relevant practical information (hotel address and contact details, directions to the hotel, parking availability, times, name of the meeting room, equipment that will be available for presentations, etc.).
- prepare the materials you will need for the meeting (files on the discussion topics, presentation aids (laptop, USB key, CDs, DVDs, brochures, products for demonstration, boards, etc.), print-outs of the agenda, the name of your contact at the hotel, the list and contact details of the participants, etc;).
- You can also have all materials needed for the meeting delivered to the hotel 48 hours in advance – just make sure you inform the hotel that you wish to do this.

During the event:

- Let your Novotel coordinator handle all the practical aspects of your meeting.
- Focus on the objectives you want to meet and enjoy your event to the fullest.

After the event, we strongly suggest that you:

- meet with your Novotel co-ordinator to evaluate the event.
- fill out the evaluation form.
- double-check the bills.
- pay the bills for services and suppliers.
- thank the participants and/or speakers.
- send participants the minutes or a review of the meeting.
- take notes to use in organising your next meeting.