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| **Tool 5: Check-list for Organization of Meetings Template** |
| **Venue and furniture**[ ] Select the venue according to number of participants [ ] Organize meal and coffee breaks with the facility [ ] Tables and chairs in sufficient numbers **Equipment**[ ] Projectors[ ] White board or black board with white board pens or chalk[ ] Microphone if very large rooms**Supplies**[ ] Meeting agenda[ ] Agenda minutes of the previous meeting[ ] Set of slide presentations[ ] Registration form[ ] Copies of all handouts  |