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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 |