

SEVEN HIGHLY EFFECTIVE WAYS TO GUARANTEE A DISASTROUS MEETING

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(NOTE: the following list is the result of a public hearing conducted by a well-known government agency)

1.	Force a sense of camaraderie in participants.	<i>Provide only one sign-in sheet at the entrance; that way people will be bottlenecked in line for several minutes -- this provides good networking opportunities.</i>
2.	Forecast low attendance (underestimate the number of people interested in the subject); after all, the more people that show up the better you look.	<i>(Translate: Make sure some people have to stand because there aren't enough chairs for everyone.)</i>
3.	Provide the "up close and personal touch" by underestimating the size of the meeting room.	<i>That way everyone can be packed like sardines, "rub elbows" with the stranger next to you, and hope the air conditioning doesn't fail.</i>
4.	Don't use front-edge visual communication techniques to share your message.	<i>No need to rush in to 21st century technology by using a PowerPoint / overhead projector presentation when an illegibly written flip chart works just as well.</i>
5.	Do not recognize that good hearing is elusive as we age.	<i>Don't insist that the presenters use a microphone.</i>
6.	Do not recognize that good eyesight is elusive as we age.	<i>Don't use a spotlight to illuminate the presenters and don't provide a riser / speaker platform enabling attendees in the back of the room to see the presenter just as well as the attendees in the front of the room.</i>
7.	In keeping with the spirit of freedom of information, provide adequate notice of subject changes.	<i>Instead of putting them on the website prior to the meeting, it's okay to hand-out proposed changes right at the beginning of the meeting. That way everyone gets to review the proposal at the same time, but not be adequately prepared for the meeting. Also, make sure there aren't enough copies for everyone.</i>