

Pre-Meeting Reminders



MISCI Pilot for Creative Engagement

Atlantic Fellows

FOR EQUITY
IN BRAIN HEALTH

Before the Leaving for the Meeting

- Plan enough time for travel so you're a little early, not rushed
- Download and print the meeting agenda
- Pack what you need – meeting agenda, pens, materials, what else?
- Wear a watch if you have one so you can monitor the time without looking at your phone.
- Other:

On the doorstep: When you Arrive, Before you Enter

- Turn off your phone and put it away
- Take a breath, feel your feet on the ground, remind yourself why you're there

At the Meeting

- Start with warm greetings, a check in – how is everyone? What happened since you last saw each other?
- Go over the whole agenda, decide who will keep time
- HAVE FUN!!!
- Be F-l-e-x-i-b-l-e!!!
- Don't forget the calendar check for your next meeting
- Close with appreciations for your partners

After the Meeting

- Take a breath, thank yourself for helping weave our social fabric
- Turn your phone back on
- Fill out your post-visit journal online (check your email for the link)