

Regional Group Meeting Check List

The list below will help you plan and facilitate your upcoming meetings.

1. Select meeting date(s) and location(s)
 - a. You can select dates on an individual basis or plan dates for the complete year. Regional Group Operating Guidelines require at least four (4) meetings per year.
2. Create an agenda
 - a. Plan time for open discussion
 - b. Include CITE Updates
 - i. [CITE Update Slide Decks can be found in monthly postings in the Regional Group Leads Online Community.](#)
 - ii. The [CITE Newsletter](#) also provides updates.
 - c. Coordinate with speaker or vendor (if applicable)
 - i. Need speaker ideas? Here are a few resources: [CITE Corporate Affiliate Program \(CAP\) Sponsors](#) and [Vendor Speaking/Training Offer Submissions](#).
3. Create an RSVP Form
 - a. Collect roundtable topics or discussion items from attendees as they RSVP.
4. [Submit information to CITE to be added to Upcoming Events Calendar.](#)
5. Send announcements though your group's [Online Community](#)
 - a. First Announcement should be at least three weeks before.
 - b. Send reminder one week before the meeting.
 - c. Send agenda to attendees a few days before the meeting - a template is in your group's Google Drive Folder.
 - d. You may also send an email notification and/or calendar Invite to a list of past attendees and CITE Members who have asked to be included in communications about your Regional Group. Reach out to membership@cite.org if you would like an updated list.
6. Post meeting:
 - a. Upload a copy of your sign-in sheet to your Google folder
 - b. Send any follow-up items and upcoming meeting information (if applicable)

Meeting Tips:

- Create a sign-in form or save space on your agenda to collect attendee information
- Make your meeting collaborative! Take notes on a shared Google Doc and allow others to add to it
- Stay organized! Google folders have been created for each group. Use those folders to keep your leadership team and group organized

If you have questions or need additional support, don't hesitate to reach out to Membership@CITE.org.

