

S224: Support the organisation of meetings

Overview: Support the planning and operational requirements of the agreed brief for a meeting.

Links: Events and Meetings; Communications

Specific skills:

- Communicating
- Checking
- Evaluating
- Interpersonal skills
- Managing resources
- Managing time
- Negotiating
- Organising
- Planning
- Problem-solving

Performance Indicators

Before the meeting

1. Follow requirements of the meeting brief
2. Follow agreed procedures to obtain an appropriate venue and catering requirements, if required, for the meeting
3. Prepare required papers for the meeting
4. Invite attendees and confirm attendance
5. Make sure attendees' needs are met
6. Collate and dispatch papers for the meeting within agreed timescales
7. Check equipment and layout of room meets meeting brief

During the meeting

8. Attend to any requirements during the meeting as directed by the meeting organiser

After the meeting

9. Clear and vacate the meeting venue according to requirements
10. Circulate the meeting record to agreed timescales
11. Contribute to the evaluation of the meeting
12. Maintain a record of external services, where used

Knowledge & Understanding

- A. How to help plan meetings to meet agreed aims and objectives
- B. The different types of meetings and their main features and purposes
- C. The purpose and benefits of following the agreed brief for the meeting
- D. The role of the person helping to organise the meeting
- E. How to identify suitable venues for different types of meetings
- F. The types of resources needed for different types of meetings
- G. Health, safety and security requirements when organising meetings
- H. The types of information that attendees will need
- I. Any special requirements that attendees may have and how to meet them
- J. How to help the meeting organiser during the meeting
- K. Organisational procedures for clearing and vacating a meeting room