Hosting District 360 Engagement Meetings

There are a lot of little things that go into hosting effective meetings. And in the spirit of collaboration and understanding that most Indiana Transportation Team members build roads and bridges, not host big meetings, we've put together a handy guide to help you host district meetings.

CONSIDER AS YOU CHOOSE A LOCATION:

- Availability for your date
- Size of the venue
- Cost
- Nearby parking
- Ease of access

VENUE SETUP

- **Registration area** – request at least one eight-foot table and waste basket for participants to check in, pick up name badges and toss the backs from sticky badges. Coat racks are a plus if you're hosting in colder months.

- **Meeting room** – ask for crescent rounds set for six or seven if possible. This allows participants to connect with others around the table but won't require people to turn their chairs to face any speakers.

FOOD & BEVERAGE

Coffee is essential to 360 Engagement Meetings. Most commercial venues will offer coffee "on consumption." This is the best way to ensure that the coffee won't run out before your meeting does. If you need to bring in coffee from an outside vendor, consider that one gallon of coffee has about 20 cups. When in doubt, round up.

If possible, schedule your meeting to break around lunchtime, so participants can continue the networking over lunch on their own.

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CONSTRUCTORS

A/V

- **Staging** – depending on your agenda, ask for a podium and podium mic. If you've got more than 50 people attending, you might want a small platform stage, so that everyone in the back can see the speaker(s).

- **Video** – if you anticipate showing a PowerPoint presentation, you'll need a screen, projector and laptop. If you plan to stream video, make sure there is a strong internet connection available. It's better to run the video file from a laptop.

- **Sound** – depending on the size of the venue and your presentation needs, you may also need a microphone and sound package. If you anticipate a lot of back-and-forth between speakers and the audience, consider ordering a wireless mic for passing around the crowd.

- **Wi-fi** – most venues will charge for guest wi-fi in the meeting room. You can also request a single wi-fi connection for staff/speakers.

MIXING IT UP

One of the cornerstones of 360 Engagement meetings is developing new relationships. That's hard to do if you're sitting with coworkers or long-time friends/colleagues. 360 Engagement meetings work better if participants sit at tables where they must interact with new people. There are several ways to encourage this, and two methods have worked well so far: assigning table numbers and color coding. Both incorporate name badges.

- **Assigning table numbers:** Use a registration spreadsheet with the following fields: BADGE (all caps first name), FIRST (first name), LAST (last name), COMPANY (company), TYPE (contractor, designer, INDOT) and TABLE (table number) – ICI can provide this spreadsheet. Sort the spreadsheet by TYPE then by COMPANY. Find out how many tables your venue has set for you and begin numbering the TABLE field from one to the number of tables, then start over. Check to make sure you haven't over assigned a table by sorting the spreadsheet by the TABLE field. Use this spreadsheet in conjunction with the name badge template on the ITT Resources page to print name badges with the assigned table. Don't forget to add table numbers to your tables.

- **Color coding:** While this method is easier, it's also easier to sit with your friends and coworkers. Print name badges with color cues (gold = contractors, white =

designers, blue = INDOT) or use color-coded name badges ([example](#)) for participants to write in their names/companies. Ask participants to limit the number of each color per table. The key is to avoid entire gold, blue or white tables.

SUPPLIES

- Registration list and pens for check-ins
- Name badges and blanks for walk-ins
- Table Numbers (as needed)
- Sharpies for write-in badges
- Laptop (preloaded with presentations if possible)
- Flash drives with videos or additional presentations
- Venue contact numbers for event managers and AV personnel
- Wi-fi password (if available)

REGISTRATION

Plan to have someone manning the registration desk to welcome participants, distribute name badges, keep track of attendance and answer questions about the venue.

DOCUMENTING

Appoint someone to take notes during the meeting to share with the ITT central steering committee and the other districts. [Send a PDF](#) of those notes to post to the ITT website and for distribution in quarterly newsletters.