Facilitation Intake Form

Use this form to provide information about your upcoming meeting. Use ??? for parts that are yet to be decided. We will work together in the preparation of the meeting to fill the gaps.

## Facts and figures

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| --- | --- |
| **Title**  | How do we want to call the meeting?  |
| **Date / time** | When is it taking place?  |
| **Location** | Where is it taking place?  |
| **Participants** | What kinds of people are participating? How many do we expect?  |

## The big why

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| --- | --- |
| **Occasion** | Why are you organising the meeting? Is this the first meeting of its kind?  |
| **Purpose** | What is the general intention here? Why is this meeting important?  |
| **Outcomes** | What would you like to see, feel, do as a result of the meeting? What will have changed?  |

## People and presence

|  |  |
| --- | --- |
| **List** | Is there already a list of participants? By when will we have it – and how do we invite people?  |
| **Preparation** | What has been participants’ prior engagement in the issue? How do we want to engage and prepare with them before the meeting?  |

## Place and time

|  |  |
| --- | --- |
| **Rooms** | How many rooms will we have available for the meeting? What size are they? Do you have a floor plan?  |
| **Nourishment** | Will food and drinks be provided? If yes: when and where? How flexible are the break times?  |
| **Times** | When does the meeting start and end? Is there additional programme for participants outside the meeting?  |
| **Infrastructure** | What material do we have available on-site (flipcharts, projector…)? Is there wifi?  |

## Programme and results

|  |  |
| --- | --- |
| **Agenda** | What items need to be on the agenda? Is there already a (draft) programme or invitation for the meeting? If yes, please share a copy.  |
| **Contributors** | Will there be (external) speakers or other contributors? Are they identified already?  |
| **Facilitation** | What are your wishes and expectations towards your facilitator? What works well with the group?  |
| **Harvest** | How will the meeting be documented? What are the next processes the results will feed into?  |

## Preparation and hosting

|  |  |
| --- | --- |
| **Hosting team** | Who is helping to organise the meeting? What are their roles and contact details?  |
| **Process** | Who needs to be involved in preparing the meeting? How can we ask for feedback? What are important moments between now and the meeting?  |
| **Timeline** | What is the timeline in preparation of the meeting?  |
| **Documents** | What background information or documents would be good for me to review?  |

Looking forward to working with you!

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