

# Planning and Facilitating Effective Meetings

*Get the most out of your meetings!*

How to...

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TRANSPORTATION CENTER

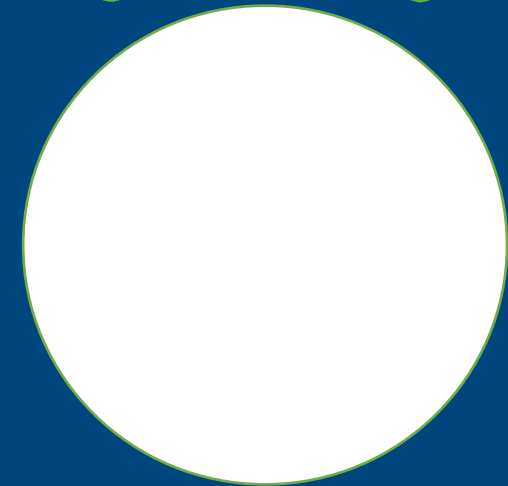
# Steps to Planning and Facilitating an Effective Meeting

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- Create a Welcoming Atmosphere
- Ensure Meetings are Accessible
- Create an Effective Agenda
- Establish and Communicate Ground Rules
- Establish a Decision-Making Process
- Conclude with Action Steps

*Successful meetings require careful planning, preparation and a facilitator who can create a safe and welcoming environment.*

How to...



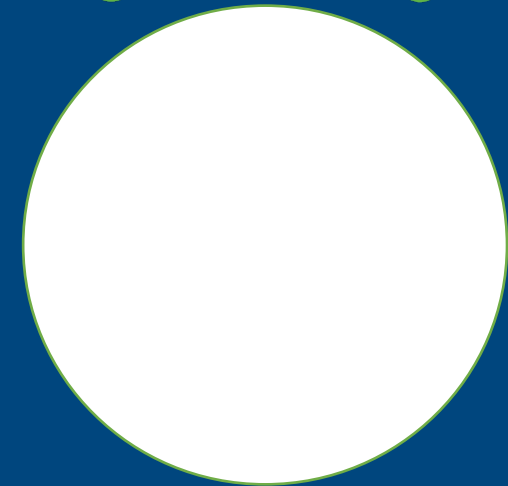
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# Create a Welcoming Atmosphere

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- Choosing a meeting location
- Set up table and chairs to promote discussion
- Set the room temperature and lighting for comfort
- Serve refreshments
- Bring all technical and presentation supplies needed
- Welcome Everyone!

*Create an atmosphere that will encourage members to interact with each other and participate in the process.*



# Ensure Meetings are Accessible

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- Signage
- Meeting room is located near the entrance
- Accessible parking
- Public or specialized transportation availability
- Barrier-free entrance
- An animal relief area for service animals
- Offer alternate format materials

*The meeting venue must be accessible*

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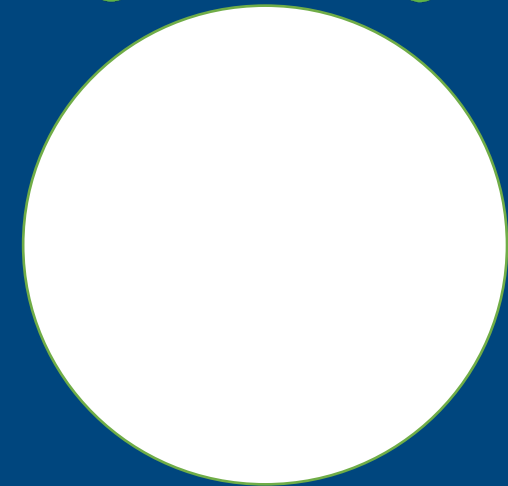
# Create an Effective Agenda

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- Create and share the agenda as early as possible
- Provide additional reference materials as needed
- Prioritize agenda Items
- Include introductions or an icebreaker
- Include time to review the agenda and objectives
- Allocate enough time for each agenda Item

*The agenda provides expectations and prepares attendees*

How to...



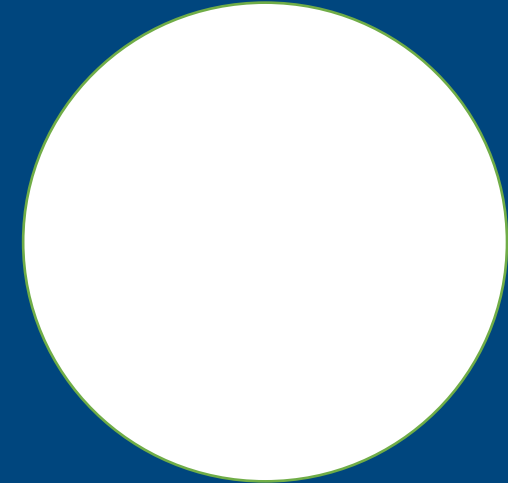
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# Establish & Communicate Ground Rules

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- Ground Rules, Guidelines, Team Agreements, or Rules of Success
- Establish ground rules that everyone will follow throughout each meeting.
- Have 4 or 5 rules prepared ahead of time
- Be sure the group agrees with the ground rules and are willing to follow them.

*Ground rules can ensure everyone understands expectations for appropriate behavior.*



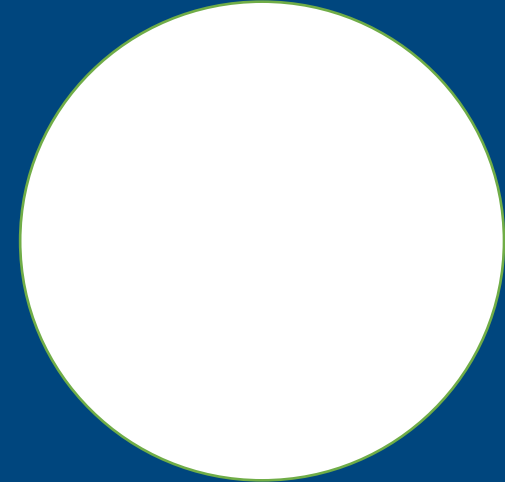
# Establish a Decision-Making Process

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## Processes to consider:

- Consensus
- Majority rule
- Weighted score
- Pros and cons list
- Avoid detailed decision-making
- Bring closure to each item

*Defining a group decision-making process leads to commitment and support.*



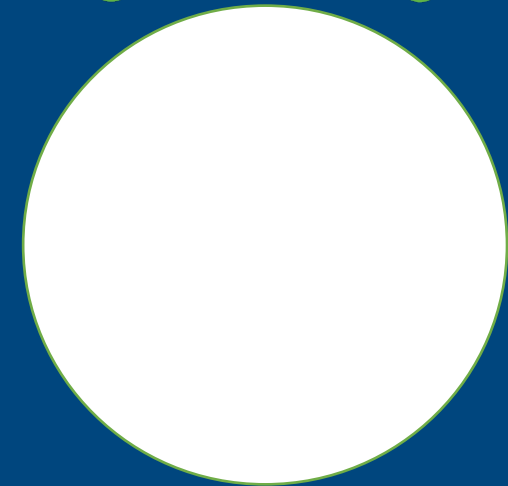
# Action/Next Steps

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- Summarize the key decisions and follow-up actions
- Provide positive feedback
- After the meeting
  - Send attendees meeting notes or minutes
  - Check on the status of assignments

*Take time to thank everyone for their preparation and input.*

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# Coordination Committee Toolkit Resource

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NADTC's Coordination Committee Toolkit is a great resource for planning and facilitating effective meetings. It can be found on the NADTC website at this link: [Coordination Committee Toolkit](#)

*The Coordination Committee Toolkit provides guidance on planning and facilitating effective meetings.*

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