

Meeting Management Tips and Tricks

The business of managing meetings can take as much, if not more time than the meetings themselves. If not managed well, the flow-on effects may go way beyond the meeting room.

Here we share some top tips for governing and managing better meetings in the digital age:

Fail to prepare and you are preparing to fail



All meetings need some structure. Publishing the objective, agenda and attendees upfront even if it's just a few key bullet points will help everyone focus on what matters most and what each attendee is accountable for.

It's all about timing



Pick a sensible timeframe but an error on the short side as meetings typically fill the time allocated for them. Have you tried a 45 or even a 15-minute meeting?

By keeping it short and sending content ahead of time, you'll minimize the risk of running over and focus on using the time effectively.

Last minute changes



No one likes it sprung on them that they've been asked to present at the last minute or that have been booted from a slot they spent all day preparing for.

By managing meetings and governance in one place, you can have real-time updates made, and delivered to everyone who needs to know. Last minute issues, like having the wrong pack or attendee acceptances become a thing of the past. Digital tools enable real-time updates and the ability to share content and changes to agendas simply and easily.

The impact of inaction



You go to a meeting, and actions are collected, but who's making sure they are completed? Chasing actions via email or worse, waiting until the next meeting doesn't mean extra administrative time following up. It means decisions aren't made, and projects may be delayed.



Keep everyone connected



Whether its customer's, staff or the general public, keeping those who need to know up to date with minutes, outcomes and the agenda helps keep everyone in the loop, and

provides transparency to key stakeholders. Providing access to information takes the guesswork out of compliance and improves engagement by demonstrating transparency of information.

Secure your information



Going paperless can help you become more secure as paper processes expose your company to potential liability due to lack of security or lost paperwork. Digital meeting management solutions possess

security measures and other features that ensure vital information is protected and only those who need to have access do.

Modern meetings



Throw away the pens and paper completely and encourage digital note taking and no more printouts! The latest modern meeting management solutions allow attendees to securely view, download and annotate

documents anytime and anywhere, helping lessen the impact on the environment.

Voting and feedback in a snap



Using online questionnaires and e-petitions, you can easily engage, consult with and update your audience. Set up simple, secure and transparent decision-making and manage pre-submitted votes and ad-

hoc voting on agenda items.

Civica can help transform your meeting management with our leading cloud solution [Modern.Gov](#). To start the conversation with Civica, or book a demonstration, [contact us today](#).