

PRE-PLANNING MANAGING LOGISTICS

PLANNING GENERAL LOGISTICS

Category	Logistical Considerations
Communications	<ul style="list-style-type: none"> • Establish conference telephone lines and online meeting services • Create listservs, Wikis or Sharepoint files to manage group discussion and document sharing • Construct a database of participants with contact information that can be used to track invitations and attendance • Set up auto-reminders and group email lists
Choosing Venues	<ul style="list-style-type: none"> • Venues should be in a central location (or rotate among regional locations) to make traveling less burdensome to attendees • Order audio-visual equipment (microphones, wireless internet, projectors) • Venues must be handicapped accessible • A good meeting space will have both large and smaller rooms for large group and breakout sessions • To accommodate participants' needs, food and lodging should be available • Consider using commercial venues, non-profit facilities, government facilities (libraries, county offices, health departments), or academic institutions
Setting a Timeline and Meeting Dates	<ul style="list-style-type: none"> • Construct a timeline by laying out the sequence of events planned, including the time needed for all activities that need to be completed between meetings, and work backwards and forwards to determine dates for meetings and deadlines • Build flexibility into the timeline to accommodate potential conflicts with meeting venues or participants' schedules • Keep in mind holidays, school breaks, and other events that may interfere with availability • Get feedback from participants whenever possible regarding scheduling • Half day or day-long meetings spaced several weeks apart may be easier than getting larger blocks of time • Set up automatic reminders and meeting notices once timeline and meeting dates are set
Budgeting	<ul style="list-style-type: none"> • Budgeting should be done in advance of the actual planning process to be included in the annual cooperative agreement with CDC • Budget costs will include: contracts for your external facilitator, costs for your venue or meeting space, costs for materials, copying, and mailing as necessary, and travel costs for participants, including lodging and per diem • Seek out in-kind resources wherever possible, like free use of meeting spaces

MATERIALS

Materials Needed	
Meeting Materials	<ul style="list-style-type: none"> • Binders to be used as planning notebooks • Projected timeline and calendar • Directory of participants, including affiliation and contact information • Agendas • Handouts (e.g. of Power Point presentations, worksheets, completed reports) • Paper and pens • Name tags
Background/ Supplementary Information	<ul style="list-style-type: none"> • Brief articles about collaborative planning processes • Copies of your previous state plan • Information about the state health department • Information on the state coalition • Information about sponsoring organizations • Most recent state diabetes or chronic disease burden report (or draft) • List of data sources and national and state level data fact sheets • Brief articles explaining social determinants of health • Copies of diabetes or chronic disease population flow models
Logistical Information	<ul style="list-style-type: none"> • Meeting venue details • Reimbursement forms • Area information (e.g. restaurants, transportation options)