



## IEMG Host Jurisdiction Check Sheet

### Space:

- General meeting room suitable for 60 people
- Emergency Management Board Members Table with table tents with state/province
- Classroom style for rest
- Flags (available from IEMG Secretariat)
  - State (6 NE states)
  - Province (5 Atlantic)
- Breakout rooms (4) suitable for 15 people each

### AV/Supplies:

- Microphones
- Laptop
- LCD/Screen
- Flip charts
- Pens
- Accessible to Printer/Photocopy

### Invitation/Agenda:

- Preliminary agenda to co-chairs at least 60 days in advance
- Minutes of previous meeting
- Invitation and draft agenda sent to all participants at least 60 days in advance

### Registration Packets/Registration Table:

- List of attendees
- Badges
- Minutes of previous meeting
- Agenda
- Evaluation
- Verification of contact information
- Handoff packet for next host state/jurisdiction



**Meals etc.:**

- Continental Breakfast
- Scheduled breaks (a.m. and p.m.)
  - coffee/tea/juice refresh
  - fruit/continental refresh (optional)
- Afternoon:
  - coffee/tea/soft drinks
  - fruit/sweets (optional)
- Assigned seating – mix state/jurisdictions
- Identify which meals are included vs. self pay

**Hotel/Travel:**

- Clear directions/map
- Amenities/activities near location
- List of recommended restaurants

**Other:**

- Guest speaker/education program
- Telephone exercise
- Group photo (Email to secretary to send out)
- Media coverage