



5 Ways to Hold Great Meetings

August 2017

BISHOPSWOOD GOLF COURSE
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You've been asked to organise your department's next meeting, so where do you start? Is there a list of pre-determined criteria from the previous meeting or do you have to start from scratch? A properly organised meeting will save you time, increase team motivation, productivity, and solve problems. It also has the ability to create new ideas and initiatives. Here are 5 ways to ensure that your meeting is successful. Although some of these may seem like common sense, there may be some pointers that you haven't yet considered:



Meeting Priorities

First of all, decide what's the objective - the specific purpose of your meeting. This will help to identify the agenda and timings (is the meeting a half day, full day or a couple of hours), and, in turn, the required layout, equipment and any additional services that you may need for your meeting.

Delegate Numbers

How many delegates are you expecting to attend? Are there any external delegates/speakers being invited? This is important information to know and will relate to the size of the



room you require. How many people does the room need to accommodate at any one time? The format of the meeting is also important to size, as if you're giving a formal presentation this may require less space than running a meeting where group discussions will take place.

Meeting Requirements

The meeting priorities will also help to identify the agenda and timings. And once you know what the purpose for the meeting is you can list your requirements. For example, what equipment do you need? Perhaps a screen & projector, flipchart & pens, Wi-Fi capabilities, AV equipment, IT requirements. When it comes to your delegates' comfort – is air-conditioning & natural daylight a requirement? What paperwork is required? Will you need handouts & reference materials for delegates, paper & pens/pencils for note taking?



What other materials are needed? This will also relate to the format for your meeting and what delegates are being asked to do during the meeting.

Catering and Refreshments

Food is still top of the agenda for delegates who are attending meetings. When will you need tea and coffee? On arrival, mid-morning, with lunch, mid-afternoon or purely 'on tap' and available at any time? Perhaps you'll need biscuits, breakfast rolls, a buffet lunch, or even afternoon cake. How far you go with catering and refreshments will be determined to some extent on the time spent in your meeting. Biscuits might be enough, but if your meeting is all day then you'll need to provide lunch for your delegates.



Go Off-Site

Many meetings are relatively informal, held in meeting rooms on-site and do not warrant extensive planning of a venue. On the other hand, if you have an upcoming important meeting held off-site, it will require a lot of careful planning. Why not consider the benefits to your staff to



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being off-site. No interruptions or distractions, your delegates will be focused on the meeting objectives and consequently increased productivity is very likely. On-site meetings can take two or three times longer to get through. Hosting meetings off-site avoids late starts and longer breaks for operational purposes plus delegates are easily accessible to colleagues. Two other considerations are budget and location. Is there pressure on the business to limit spending and will the potential venue be easily accessible to those attending? With regards to budget, consider whether the cost implication is outweighed by the productivity/output levels from the meeting. When it comes to location, delegates travel to work and can generally travel to an alternative location but you'll need to check that there is adequate parking available. No one wants to waste time finding somewhere to park. Also check there is good availability to suit your timescales. Plan the venue according to the situation - leave nothing to chance.

Remember, the venue will help set the tone for your meeting and its success.

At Bishopswood we have two excellent fully-equipped suites that will ensure your delegates and visitors receive a warm reception. So whether you have a regular requirement for meeting facilities or an upcoming conference, we can offer competitive delegate rates combined with superb facilities.



The Amcrest Suite is situated downstairs with its own exclusive entrance and terrace. Offering versatility with its optional partitioned wall, the room can be split in two to provide a refreshment or break out space in addition to your meeting room. The Amcrest comfortably caters for up to 120 seated guests. Upstairs, our charming and elegant Oak Room is perfect for smaller meetings. Seating up to 20 delegates, it's located next to our main bar area. Both our suites are freshly renovated and air-conditioned with natural lighting and have stunning views across one of the finest golf courses in the country; providing a perfect location to stimulate minds.

At Bishopswood we understand that an ineffective event can mean limited productivity and major costs. To help avoid that, we provide quotations to meet your budget requirements. All our room hire facilities are included within your package so that there are no hidden costs: lunch, refreshments, screen and LCD projector, plasma TV, pencils and paper, complimentary Wi-Fi and flipchart are all included. Ample free parking is also available. With departmental competition for meeting room space internally, the task of booking can quickly become time consuming and a logistical nightmare, hold your event at Bishopswood and we can help reduce the hassle of preparation – we'll manage everything from setup to clear up.



To get more information, to check availability of dates or to organise a visit call 0118 940 8600 option 2.