Documents to be Printed or Copied to Replicate the Meeting

Create and Print/Copy (some items may not be used at your meeting):

- Name Badges and/or Table Tents
- Welcome Sign
- Participant Sign-In Sheets
- Directional Signage for Meeting Site
- Room Identification Signs
- Table Signs
- Labels For Spines or Cover of Packets/Notebooks
- Table Of Contents/Index for Packets/Notebooks
- Attendee Roster
- Agenda (a template is provided on the EBP/cultural competence web site)
- Map/Floor Plan of Meeting Site

Copy (these are provided on the EBP/Cultural Competence Web site at http://ssw.che.umn.edu/EBP-CulturalCompetence.html):

- Title Page for Packets/Notebooks
- Speaker/Panelist Bios
- Bibliography
- Speakers’ Handouts
- Guide for Small Group Leaders
- Guide for Role Group Discussions
- Guide for Regional Group Discussions
- Guide for Large Group Discussion
- Legislative Initiatives Document
- Color of Care Article