Items and Materials Needed to Replicate the Meeting

- Computer for video presentations
- Connection to the Internet
- Extra pads, pens, pencils, extra name badges
- Easels, flip chart pads, and flip chart markers
- Paperclips and stapler
- Scissors
- Table Signs
- Table Tents (if used)
- Room signs (if used)
- Laptops for note takers (if used)
- Disks/flash drives for note takers' laptops (if used)
- Packets/Notebooks containing:
  - Title page (template provided online)
  - Tab index (if used)
  - Final Agenda (template provided online)
  - Attendee roster
  - Speaker/Panelist Bios (provided online)
  - Speakers' handouts (provided online)
  - Instructions/guide for small discussion groups (provided online)
  - Bibliography (provided online)
  - Map of meeting site
  - Other materials from participants/sponsors (if used)