



Strategy Arts' facilitated meetings ensure relevant, engaging, and goal oriented sessions that leave organizations and stakeholders with memorable and actionable results.

The Challenge

Meeting owners have many responsibilities and face many questions when planning and holding complex meetings:

- ✓ What agenda items do we need to achieve meeting goals?
- ✓ What do meeting participants need before and during a meeting to inform their work?
- ✓ When should internal and external stakeholders be involved in planning?
- ✓ How should meeting owners participate in meeting discussions?
- ✓ How should we have meeting sessions designed and facilitated to maximize results?

Such routine planning questions are important, yet they can distract meeting owners from their primary role: engaging and motivating stakeholders.

Our Approach

Strategy Arts facilitators collaborate with meeting owners to provide tailor-made solutions that define meeting goals and design meeting sessions that will draw the most from participants.

Before Meetings

Before meetings, we work with clients to define meeting goals, prepare meeting participants, and develop plans for each agenda topic.

Available Services Include: • Participant Interviews • Background Research • Speaker Recruitment • Facility Coordination •

During Meetings

During meetings, Strategy Arts facilitators make sure every participant is given a voice and that meeting energy and focus stay on track.

Available Services Include: • Meeting Logistics • Breakout Templates • Facilitation • Graphic Recording • Note-Taking •

After Meetings

Following meetings, Strategy Arts produces timely meeting summary reports that document all meeting agreements and outcomes.

Available Services Include: • Meeting Reports • Meeting Chart PDFs • Project Management • Meeting Action Tracking •

Meeting Experience

- Strategic Planning Meetings
- Scientific Research Planning and Review Meetings
- Stakeholder Input and Coalition Building Meetings
- Product and Service User Group Meetings
- Product Innovation Meetings

Learn more about how Strategy Arts can help your organization at www.strategyarts.com