

# PPPL Onsite Meeting Planning Checklist

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Please note: this is not an all-inclusive list, but meant to be a guide for your planning.

Meeting Name:	
Host Name/Telephone:	
Meeting Date(s):	
Meeting Time(s):	
No. of attendees:	
Cost center(s):	
Conference exclusion form: (yes/no)	
Conference sponsorship form: (yes/no)	
Paper/abstract patent clearance : (yes/no): please contact Ceil O'Brien for further info - to submit at least 45 days before meeting/conference	
Room reservations:	
Auditorium: Reserve - contact Sue Hill X Heat - turn on - contact Shawn Connolly X3182 Videoconferencing services: X3444 (see checklist below)	
B318: Reserve - email Joanne Savino/Carol Austin Videoconferencing services: X3444 (see checklist below)	
Director's conference room: Reserve - contact Carol Austin / Barbara Sobel Videoconferencing services: X3444 (see checklist below)	
Reserve lab car/van: (yes/no)	
Create meeting agenda	
PPPL Tour (yes/no)	
Email meeting invitation/agenda to attendees: To include - entrance procedures, PPPL network instructions	
Add event to Lab calendar - contact Barbara Sobel	
Add event to PPPL Director's website - contact Carol Austin	
Facilities (put in work order online): Set up (tables, chairs, poster boards etc.) Printer(s) Clean up	
Create website (contact helpdesk to put in a ticket):	
Videoconferencing services checklist:	
PC laptop	Digital projector
Mac laptop	Videotape or DVD player
35-mm slide projector	Audio tape player
Overhead projector	Other (specify):
Poster boards - contact Carol Austin to reserve	
Food/catering: Date(s):	

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<p>Cost center(s)/budget per person:          Onsite (Whitson's) – contact Ivan Beutell          Provide lunch vouchers for cafeteria (yes/no)          Outside vendor(s)</p>
<p>Email to all employees –guests in cafeteria for lunch: please contact Carol Austin</p>
<p>Offsite dining:          Location:          Cost center(s)/budget per person:          If using director discretionary funds – please contact Barbara Sobel for approval          Date(s):          No. of people:          Plated/buffet:          Contract required – contact Rod Templon (procurement)          Provide tax exempt certificate to off-site restaurant          Date final headcount due to restaurant:</p>
<p>Transportation:          Hotel shuttle:          Outside vendor – (contract required – contact procurement – Rod Templon)</p>
<p>Lodging:          Block rooms – contact Lynda Laura – (travel dept)</p>
<p>Supplies/copying:          Pads          Pens          Binders          Table tents          CDs          Nametags          Folders          Thumb drives          Outside copying – requires requisition through procurement (Rod Templon)          Signage (contact Greg C)</p>
<p>Info packets/handouts:          Agenda          Connect to PPPL network (instructions)          List of participants (contact sheet)          PPPL contacts sheet (local host info)          Directions/maps/transportation schedules – current info posted online</p>
<p>Security onsite:          Sign in sheet          Non-US citizen – use Foreign National Form          Notify Dolores Stevenson of guests – send list of guests/registrants          Badges – each meeting participant must display name badge after entering PPPL</p>
<p>Lessons learned blog (pros and cons)</p>