

A guide to organising MSDP meetings

It is greatly appreciated by the MSDP that you will be organising our forthcoming meeting.

The following guide is a series of prompts to ensure we have an effective meeting.

1. MSDP Meetings are usually the first Wednesday of March, July and December each year.

2. Two months before: Initial check list:

1. the venue for the meeting is booked (building and room number if appropriate)
2. travel details with links to directions or travel information from your University website. Some people prefer to travel by train so nearest railway station and bus or taxi information is helpful.
3. parking arrangements and how car parking needs to be booked and by whom.
4. We usually have between 12 and 20 attendees. As host institution you are encouraged to invite as many members of your team as you wish.
5. We like to offer coffee on arrival at 9:30am for a 10:00am start - perhaps with biscuits or similar as some people will have had a very early start.
6. We usually aim to break for lunch at 12:30pm. It's usually a buffet lunch. (Note to send out dietary requirements requests when invitation email is sent).
7. Details of the afternoon activity and any equipment needed.

This is often an external trainer/consultant who is delivering the activity. This will be known either to the host, the MSDP Chair or the another MSDP member. Please contact them for any equipment they require and agree arrangements for meeting them on the day and whether they will be included in the numbers for lunch.

3. Liaise with the Chair to confirm the agenda and with the Chair/Web page co-ordinator to ensure the link to the agenda is posted on the MSDP webpage.

4. Speak with the person arranging the afternoon activity to make sure you have all relevant information and a link to any webpages or documents which may be relevant.

5. Between six weeks and a month before the meeting write out to the MSDP (using MSDP MSDP@jiscmail.ac.uk) using the following template or similar and ask them to confirm their attendance:

Hello Colleagues!

Our next meeting takes place
on:
at:

The meeting will commence at 10:00am with refreshments available from 9:30am. Lunch will be provided and we will aim to finish no later than 3:00pm.

If you have any specific dietary requirements please let me know when you confirm your attendance and no later than xxxxxx please.

Directions and full travel information is provided in the attached document (or link).

If you have any specific requirements to enable you to fully participate in the meeting please let me know and I will make the necessary arrangements for you.

Our host xxxxx and our contact at the University is xxxxxxxx whose contact details, should you require them, are xxxxxxxxxxxxxxxxxxxx .

The afternoon session will be xxxxx .

There is a link in the attached agenda which will take you to further information

I have attached a draft agenda based on our usual MSDP format.

The agenda is also available at: [msdp-announcements-discussions](#) If you have anything to add please let me know before xxxx .

A final agenda will be circulated a week prior to the meeting.

I look forward to seeing you on xxxx .

6. One month before write out to the whole MSDP (not just those who have replied) confirming the details and the final agenda.

7. Confirm with LFHE and SDF representative whether they will be attending or sending a written update. Agree the deadline for written updates to be sent to you. (If in doubt ask the MSDP chair for names and contacts).

8. Two weeks before send a final reminder to the whole group and confirm final arrangements with the person delivering or co-ordinating the afternoon activity.

Attach a link to the final agenda, afternoon activity and LFHE and SDF updates as appropriate.

9. One week before finalise numbers and any dietary requirements, access arrangements and equipment needs. At this point you may also like to start a list of attendees and apologies for the meeting and collate any updates submitted by LFHE and SDF in lieu of attendance.

10. On the day have a list of attendees to hand. Make sure you are able to check your e-mail for updates from people who are not able to attend on the day. It is helpful if you have provided a contact number for either you or a member of the team at the host institution should people become lost or delayed.

11: Note taking (on the day)

Take any notes from the morning session as agreed with the Chair.

The MSDP has not adopted a formal note taking protocol.

The following is for guidance on notes

- Note attendees and apologies received
- The MSDP will have notes for any MSDP updates
- The LFHE representative will have notes for their updates
- The SDF representative will have notes for their updates

For other items

- “Round Robin” of ‘gives and gets’ from those attending – sharing information and best practice.
- “Top of the Mind” what are the key priorities for those present and how can others support them.

Note key observations and key snippets of information which feel useful to be shared with the wider membership. Plus any agreed actions required by individual group members or the collective membership.

12. Two weeks (after the meeting)

Please send the typed notes to the MSDP Chair who will amalgamate these into the post event notes and will distribute these onto the MSDP members (and the MSDP website).

