

## NASEMSO Regional Meeting Checklist and Suggested Timeline

### 12 to 24 Months

1. Poll state EMS directors about locations for regional meeting two years in advance.
  - Consider conducting research on best times and locations for your state and offering a few options (*i.e. south region during hurricane season*);
  - NASEMSO has Survey Monkey available to collect responses as needed.
  - Location should take into account airport access for those flying in.

### 12 Months

1. At Fall Regional Meeting, determine dates for next year's regional meeting.
2. Assess willingness of states to host.

### 12 to 9 months

1. Determine funding source(s) and budget.
  - This can include emergency preparedness funds, EMSC funds, etc. - Agenda dependent (*i.e. regional disaster planning (med surge), NEMSIS, pediatric system planning, etc*)
2. Determine if registration fee will be charged and (if so) amount.
3. Work with identified grant if needed.

### 9 Months

1. Create DRAFT agenda and send to Region with a call for additional items.
  - 6 to 9 months in advance (so states can file for travel approval)
  - Review and modify "Sample Regional Agenda"
2. Identify lead person for meeting facility arrangements
  - 1-week post location determination
  - Typically, one meeting room is sufficient.
  - ASMI may assist in negotiating hotel/facility contracts.
  - ASMI may assist in setting up online registration.
3. Notify region of selected date(s)/ location.
  - As soon as contact person is identified
  - Consider sending out via email as well as Outlook Meeting invite.
4. Include contact information for the person

### 6 Months

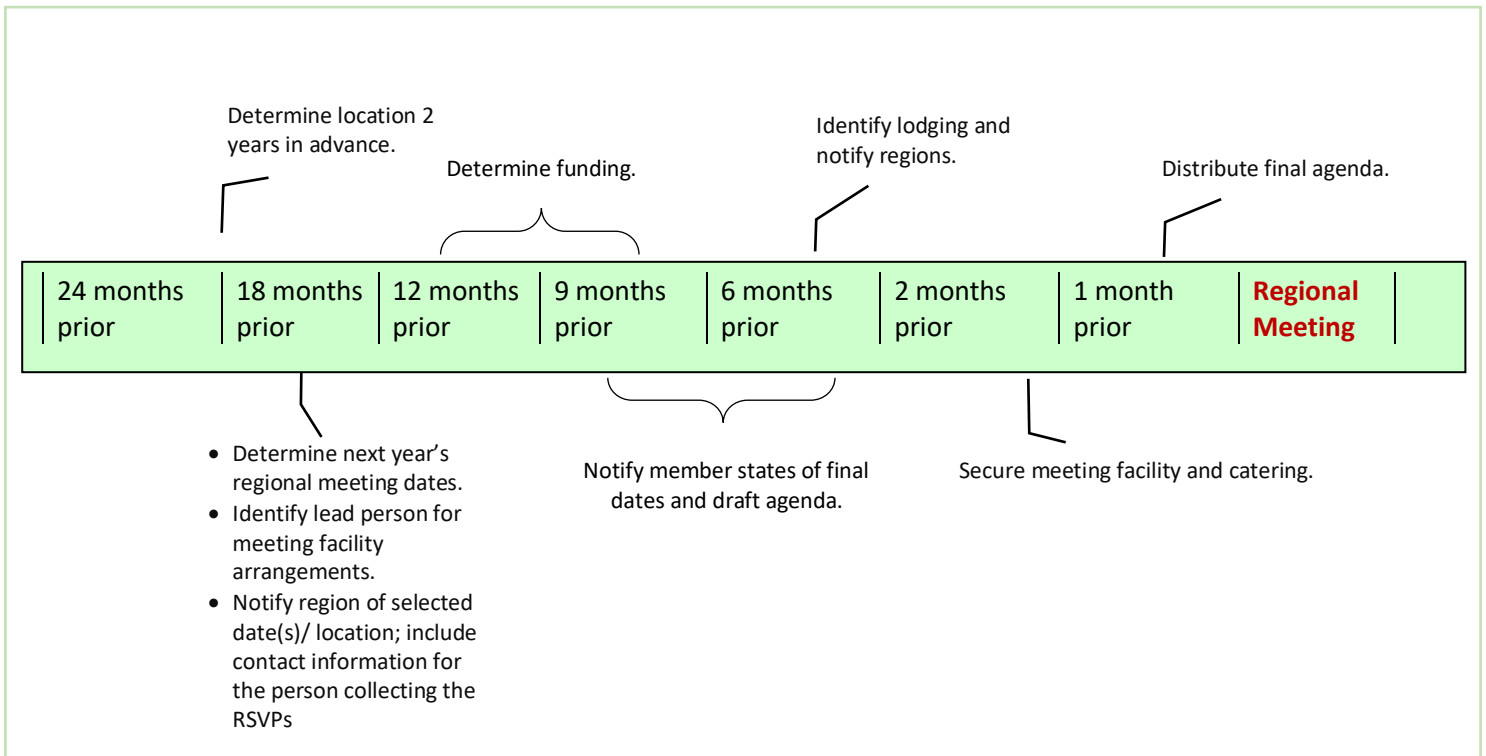
1. Identify lodging options and send to Region
  - Room rates at or below per diem are ideal.

### 2 Months

1. Secure meeting facility and catering
  - Identify any handouts, AV equipment needs, teleconference options, etc. that may be needed

### 1 Month

1. Distribute Final agenda



## 1-2 Weeks

1. Determine any printing services needed for participants.
2. Determine any audio visual needs of participants.
3. Determine if name tags, etc. are needed.
4. Determine if teleconference is needed for any particular discussion on agenda.
5. Determine and produce any need handouts for discussion items (i.e. "Paramedicine" Nomenclature (NEMSAC Advisory), Review/Update NASEMSO Roster, teleconference schedule)
6. Finalize logistics (transportation to/from airport, special requests)