

Planning for Informational Meetings
Tool 2
Meeting Planning Overview
Key Components for Getting Started

Assemble a team

- Include all staff that would be involved
 - Facility operator
 - Project lead inspector
 - Staff engineer
 - Public relations staff
 - Support staff
- Identify team member roles and responsibilities
- Make a plan that includes
 - Timeline
 - Analysis of community level of interest
 - Community involvement component
 - » Public outreach
 - » Public notice publication details
 - » Amenities
 - Cost allocation
- Schedule follow-up meetings to discuss details

Become familiar with the

- Regulations
- Facility
 - History
 - Compliance record
 - Current permit and conditions, if any
 - Proposed permit changes or new permit conditions
- Bureaucracy and politics
 - What is the paperwork process
 - What will community leaders need
 - Who are the leaders that can assist
- Organizational strengths and weaknesses
 - Consider internal politics as well
- Community disposition – Know your audience!
 - Past involvement with the site
 - Focus and issues – more than just demographics
 - Hot topics the community is involved in – check the news
- Big picture
 - Step back and evaluate the change in the context of everything else going on in the community, your organization and the industry