



Moderated Meetings Checklist

As a Meeting Manager, you need full control over all meeting requests, meeting approvals, meeting details, and meeting schedules. Many meetings require approval before being accepted. These can be a hassle to manage and require advanced prep to ensure they run as smoothly as possible. Use the below checklist to ensure you're covering all your bases next time you need to run a complex meetings schedule.

Identify Roles

- Determine who is available to meet, what their availability is, whether their meetings need to be moderated, and any criteria that needs to be met in order for a meeting to be properly vetted.
- Determine who will be reviewing and approving the meeting requests.
- Determine if the meetings are internal only, or if outside parties are able to request and book meetings.
- Determine if you'll allow meeting conflicts.

Why might this be important? Executives and other high-demand players should be able to book meetings on top of other appointments so that if and when meetings have to be missed, postponed, or in any other way shifted, they will have meeting backups lined up to assure none of their time slots are lost onsite.

- Consider creating custom lists that meeting requesters may select from.

Build a Schedule

- Block out time, as needed. You can make only certain times available to be booked. This helps to simplify and even out scheduling in case time slots need to be shifted or filled.

Map Out Locations

- Specify locations for meetings and have the ability to be extremely precise — even down to a specific area or table number. Everyone will find this helpful if a meeting is in a large space, such as a banquet hall, exhibit hall, or conference room.



Build Processes

- Create a check-in process so you'll be able to know for sure if a meeting took place. You can do this manually, via badge scanning, or beaconing using RFID or Bluetooth
- Create meeting invite templates. This not only saves time; it allows you to be more targeted with your messaging. Templates also make it easy to include special instructions and other pertinent information directly in the meeting invite—this helps you be clearer and more efficient.
- If your meetings are especially complex, code the different meetings types by color. This provides an easy and streamlined way to view and understand your meetings schedule, making a monumental task much more manageable.

Coordinating, managing, moderating, and analyzing meetings may be highly involved, but can transform how effective your event strategy is. Fortunately, there are tools available to standardize, automate, and accelerate your entire meetings administration process. From 1x1 meetings, to expert meetings, to executive meetings, to exhibitor meetings, and beyond, Hubb Meetings facilitates the meetings that move your business forward.

About Hubb

Hubb is re-inventing the way the world experiences events. The Hubb Platform creates virtual, onsite and hybrid events that bring brands to life. We help drive business growth by streamlining time consuming processes, mining profitable insights, boosting engagement and improving ROE. By collecting, managing and marketing event data more efficiently, Hubb powers high-impact, immersive and personalized experiences for attendees, speakers, sponsors and even your executives. Built by event-management veterans for event professionals, the Hubb Platform gives event planners unprecedented control and agility to create experiential designs that brings their brand to life. For more information, visit www.hubb.me/meetings.

Get the Right Tools

- A unified meeting management platform is a must for meetings with complex workflows.

A good tool will

- Automatically update when people accept, decline, or in any other way modify meeting requests so everyone connected to a scheduled meeting will have access to and be notified with the same information and updates at all times.
- Provide a holistic view of all meetings in a single place
- Allow you to create custom roles and apply granular permissions

