



Meetings Policy – Product Sheet

Assessment

- Conduct a complimentary assessment of your corporate Meetings policy across 15 policy areas and a total of 70 questions
- Final deliverable consists of a report showing areas of opportunity and outlining the greatest areas of risk

Workshop

- Using the results of the complimentary assessment, we will conduct a workshop to review best practices in meetings policy and recommend areas and language for inclusion in the policy
- Final deliverable consists of a grid showing detailed recommendations for improvement across all areas of deficiency

Write/Rewrite

- Using the results of the workshop, we will convert the output of the workshop into draft policy language for the customer's review
- Upon receiving customer feedback, we will draft a final version of the policy
- Final deliverable is the second version of the policy