First steps: Set a date, the agenda and potential speakers

* **Plan your Regional Meeting** at least 3-months before the actual date to allow time for organising and sending out invitations to attendees and for potential attendees to check their availability.
* **Within this 3-month time frame**, contact potential guest speakers to support your meeting. Who you contact will depend on the agenda. The below is not an exhaustive list, but a good starting point for people to approach:
  + [Panel of Consultants](https://www.almshouses.org/panel-of-consultants/) on our website
  + Local Council - benefits
  + Citizens Advice
  + EPC Surveyor
  + Historic Buildings
  + Speaker from The Almshouse Association
* **Contact The Almshouse Association**: [AlmshouseSupport@almshouses.org](mailto:AlmshouseSupport@almshouses.org) to inform us of the date(s) you are considering for a meeting. We will ascertain if a member of The Almshouse Association is available to attend to give an update on the almshouse movement/regulations/legislation. If we are unable to attend in person, we may be able to dial in via video link. We will aim to reply to you within 3 working days with availability.
* **Decide on those within your charity who will host the meeting on the day.** Schedule the meeting in their diary and confirm what they will say during their welcome talk, when introducing guests, and at the end of the meeting. Also, advise them they will host the Q&A forum during the meeting.
* **Consider your timings:** We find that most meetings are preferred in the morning so that people can return to their everyday activities in the afternoon.

The majority of meetings we have organised usually start at about 09.30 am and are finished by 2.00 pm at the latest. This can differ depending on the content of the meetings and how may guests attend. We also find it helps to offer flexibility within any agenda to ensure that the open forum is the priority of the meeting.

* **Write your email invitation:** You can use the agenda below as an option which can be amended accordingly to include guest speakers that may be relevant to your area or the most appropriate subject matter at the time of planning your meeting.

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| **09:30: Attendees arrive, tea/coffee/water and a snack**  **10:00: Regional meeting starts. Host charity to facilitate and opens meeting**  **10:15: Guest speakers /The Almshouse Association in person or via video**  **11.15: Open Q&A forum**  **12.15: Light lunch and tour of your charity**  **13.30: Close/private consulations (if appropriate)** |