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Example Eastern/Western Utilities Group Meeting Agenda

Wednesday (day before the meeting)

6:00 p.m. Meet at restaurant/pub to join the group for drinks & dinner ~ 6:30.

Thursday (all day)

8:00–8:30 am Meet at Host Location - safety message & welcome

8:30–9:30 am Introductions / current issues (All)

9:30 –10:15 am Overview of IFMA Utilities Council & Benchmarking Program - discuss results and planned updates - Bob Lambe, Facility Issues

10:15–10:30 am Break and group photo

10:30 – 12:00 “Mini-Presentations” – Everyone shares something going on at their organization (10-20-minute no-prep presentations).

12:00–1:00 pm Lunch (included)

1:00–3:00 pm Presentations, Tour, or Discussion

3:30–3:45 pm Break

3:45–5:00 pm “Town Hall” - Group Discussion of Best Practices & Hot Topics, Topics developed from issues identified during introductions and by meeting attendees

Dinner on your own or with the group.

Thursday (until noon)

8:00–8:30 am Meet at Host Location

9:00-11:30 am Tour (if different location) and/or Mini-Presentations and/or Town Hall