



Hosting the Research Facility Best Practices Meeting

About the Meetings

The Research Facility Best Practices Meeting is an annual in-person meeting for those who manage research facilities. The purposes of the meeting are to provide networking and mentoring opportunities for facility staff, discuss the benchmarking program, and discuss issues of interest to the participants. The value of these meetings is the ability to meet with your counterparts at other organizations, the face-to-face discussion opportunity they provide, and the opportunity to see other organizations' facilities and operations.

Each year we try to schedule a meeting at a suitable time identified by the host organization. The meeting is traditionally 2 and ½ days, normally a Wednesday-Friday am, but may be adjusted based on the situation.

Each participant is asked to provide a “mini-presentation” – these are intended to be no-prep-required things that you can talk about for 10-15 minutes and can share with the group. Examples include recent projects, current initiatives in your department (like a presentation at a staff meeting), or something you are planning to undertake and would like to get opinions about.

The meetings also include “town halls” sessions where participant ask each other questions about how they are addressing specific issues they are facing. Other topics can be added based upon participant interest at a specific meeting.

Recent meetings have ranged in size from 8 to 16 people. One registration is included for Research Facility Shared Practice participants; there is no registration fee for any staff from the host company. Other qualified persons (such as additional staff from participating organization) can attend with a registration fee. Host organization visitor policies will apply to meeting attendees.

Host Responsibilities

Meeting Room – provide a meeting room for 12-20 persons

Facility Tour(s) – provide the group a tour of some part(s) of your facilities that are likely to be of interest. Examples include research facilities of any type, new facilities, innovative building systems, or any unique physical plant facility.

Company presentation (optional) – as the host you have the option of having someone from another department share something that is of interest to facility managers; often research organizations have related programs they wish to promote.

Logistic Assistance – recommend nearby hotels (especially if you have a corporate rate), suggest dinner venues, and provide Facility Issues with contact information for catering coffee and lunch at the meeting.