

Example Process Agenda



NATIONAL DROUGHT
MITIGATION CENTER
UNIVERSITY OF NEBRASKA

A process agenda plays a critical role in ensuring that your event runs smoothly. Process agendas are developed by the planning team and consist of to-the-minute details. Each agenda item is placed on the process agenda and the planning team can add any additional, necessary information to it. Additions can include who will moderate specific sessions, what the facilitation plan is, who is facilitating, who is taking notes and what materials are needed for each session.

Having all of these details in the process agenda aids the planning team and facilitators in having an organized and smooth-running event. There might be instances where something needs to change, which is okay, but having a process agenda helps keep the meeting organized.

Below is an example process agenda. This can help guide you when developing one for your event.

Drought Workshop		
Time	Topic, Objectives, and Activities	Setup and Materials
7:30–8 AM	<p>Venue Set-Up</p> <p>Who: Mario, Ben</p> <p>Room set-up</p> <p>12 round tables (6 people per side)</p> <p>Podium at front</p> <p>Power strips for every table</p> <p>Panel table with chairs at front</p> <p>Computer (Ben)</p> <p>Projector (venue)</p> <p>Microphone and speakers (venue)</p>	<p>Food/drinks: Continental breakfast plus coffee and water</p> <p>Set-up: Mario</p> <p>Print copies of process agenda (4 copies) (Mario)</p> <p>Blue painter’s tape (Mario)</p> <p>Materials for registration table:</p> <p>Signage (Ben)</p> <p>Nametags (Ben)</p> <p>Materials for attendees: (Mario developing and Ben printing)</p> <p>Final agenda</p> <p>Speaker engagement notes</p>
8–8:30 AM	<p>Attendee Arrival/Registration</p> <p>Total time = 30 minutes</p>	<p>Ben at registration table</p> <p>Tony-upload presentations</p>
8:30–8:45 AM	<p>Welcome and Introductions</p>	<p>Materials</p>

<p>8:30–8:45 AM</p>	<p>Welcome and Introductions</p> <p>Welcome (Megan):</p> <p>Goals of the meeting</p> <p>Thank you to planning team</p> <p>Logistics - restrooms, food, WiFi</p> <p>Introductions (around the room): name, affiliation, title</p> <p>Total time = 15 minutes</p>	<p>Master PPT slides (Mario)</p>
<p>8:45–9 AM</p> <p>Leader: Tony</p>	<p>Trivia!</p> <p>Objective: quick game of trivia for fun and to get comfortable with the mobile app.</p> <p>Total time = 15 minutes</p>	<p>Materials:</p> <p>Polling software (Mario)</p>
<p>9–9:20 AM</p> <p>Speaker: Mario</p> <p>Timekeeper: Tony</p>	<p>Drought Overview Updates</p> <p>Topic: overview of regional networks and national updates (minimal); research projects (Andy/Mike)</p> <p>Total time = 20 minutes</p>	<p>Materials:</p> <p>PPT (Mario)</p> <p>Time cards (Mario)</p>
<p>9:20–10:45 AM</p> <p>Moderator: Mario</p> <p>Planning team helpers: Tony, Desiree, Carly</p> <p>Other helpers: Bob Angler, David Smith, Tami Ivey</p> <p>Time keeper: Ben</p>	<p>Drought Plan Flash Review</p> <p>Objective: Give update on the activities in the region, and to provide the opportunity to discuss what activities and/or topics should be added, removed, or modified.</p> <p>Overview</p> <p>Provide a brief overview of activity and set-up for break-out groups (Megan: 5 minutes)</p> <p>Place in groups of 4-5</p> <p>Break-out groups (80 minutes)</p> <p>9 minutes at each table = 72 minutes</p> <p>8 minutes of transition time</p> <p>Total time = 85 minutes</p>	<p>Set-up: there are 8 tables to highlight activities. Documents for each activity and a helper at each table.</p> <p>Materials: Mario</p> <p>PPT - from above</p> <p>Facilitation guides</p> <p>Flash review materials</p> <p>Table tents</p> <p>Feedback sheets</p> <p>Pens</p>

<p>10:45–11 AM</p>	<p>Break</p> <p>Ben: move materials from break-out groups to side tables</p> <p>Total time = 30 minutes</p>	<p>Food/drinks: leftover breakfast items, coffee and water</p> <p>Set-up: Tony</p> <p>Load lightning speaker presentations</p>
<p>11–12 PM</p> <p>Introducing and Timekeeper: Laura</p> <p>Notetaker: Mario</p>	<p>5-Minute Lightning Talks</p> <p>Speakers:</p> <ol style="list-style-type: none"> 1. <u>Doug Richards</u> <i>Capacity Training on Climate Tools and Resources</i> 2. <u>Shane Zimmer</u> <i>Real Time Lake Monitoring Network</i> 3. <u>Dana Coffey</u> <i>Past Precipitation as Tool to Anticipate Hydrological Drought</i> 4. <u>Taylor Wilson</u> <i>Outreach and Support for Agriculture and Forestry</i> 5. <u>Ann Jameson</u> <i>Climate Preparedness and Resilience Activities</i> <p>Total time = 1 hour</p>	<p>Structure:</p> <p>10 minutes built in for each speaker (5 minutes to speak; 1-minute transition); gives us a buffer of 6 minutes.</p> <p>They are allowed to have 5 slides max.</p> <p>Transition: 2-minute and 1-minute signs. When time is up, Laura will approach the podium.</p> <p>Materials:</p> <p>Speaker PPTs</p> <p>2-minute and 1-minute signs (Mario)</p>
<p>12–1 PM</p>	<p>Lunch (provided)</p> <p>Total time = 60 minutes</p>	<p>Buffet lunch</p> <p>Set-up for next session: (Tony/Mario)</p> <p>Open polling software(before)</p> <p>Upload speaker PPTs</p>