

Kick-off meeting information – virtual meetings

Budget:

Meeting dates:

Estimated attendance:

Agenda:

Has the Component been notified this meeting is taking place?

Have you confirmed there is not a conflict with other virtual meetings or webinars?

Have you completed/reviewed the discovery questions?

Registration categories (paid, complimentary, speaker, volunteer, AIA staff, etc.)

Will you require and discount codes?

Will you need a producer for this virtual meeting?

Timeline for launching registration?

Miscellaneous