

CONSIDER MEETING OPTIONS

Wondering if you should postpone or cancel your meeting? We have outlined options and recommendations for our clients and partners regarding meetings, and stakeholder and public engagement.

We encourage our clients and partners to consider alternative meeting options to ensure projects continue to move forward.

KEY QUESTIONS TO CONSIDER

- What is driving the project timeline? Will the project be held up if particular meetings or events are postponed?
- What are the opportunities to innovate and engage in different ways?
- What limitations exist for moving forward with certain approaches? How can we overcome these limitations? For example, consider Open Meeting Laws, equal access to technology and high-speed internet, or confidentiality requirements.
- Is our modified approach inclusive to parents and caregivers who are now caring for children and elderly?
- Are we offering a mode of engagement for immunocompromised, ill, elderly, and concerned stakeholders?
- Is a virtual platform sufficient for gathering the information we need? How might we need to supplement this information sharing or engagement technique?

Virtual meetings are a great way to continue to engage stakeholders while also following CDC health and safety guidelines. CDR is prepared to facilitate group conversations of all sizes on virtual platforms as well as implement engagement opportunities on social media, through surveys, and via mapping software. This will ensure your project timeline is not impeded by inability to meet or engage stakeholders and the public.

Postponing in-person meetings can be a practical way to both mitigate the spread of COVID-19 and retain the value of face-to-face interactions. The downside of postponing meetings is the significant impact to project schedules. Projects rely on stakeholder collaboration to move forward with particular phases or action items. If you choose to postpone meetings, CDR will work with you to identify an appropriate timeline for evaluating the situation and rescheduling and publicizing new meeting times. We can also help you identify intermediate steps to keep stakeholders informed, such as informational updates, stakeholder phone calls, and newsletters.

At this time, we are not recommending cancellation of stakeholder and public engagement opportunities when there are appropriate virtual solutions that meet the needs of the project. While we recognize cancellation may be an easier option logistically, it often creates difficulties down the road for stakeholders who do not feel they have been adequately engaged in a project and it stalls future project timelines and deliverables.

**VIRTUAL
ENGAGEMENT**

POSTPONE

CANCEL