EURIM Procedures

Record of Attendance at Meetings

For all meetings, a list should be compiled of all who:

attended;
said they would come but did not;
apologised indicating continuing interest in the topic.

The essential data to be captured is:

name
affiliation (including where possible job title/department)
email address

After the meeting this information is to be sent to the database manager (Kate Norman) kate.norman@eurim.org - preferably in electronic form suitable for direct uploading.

To facilitate this and to minimise effort for attendees, rapporteurs are asked to use the Word template on the next page and put as much information as possible into the table before the meeting as replies come in. (Alphabetical order by surname is usually the best sequence to use.) The sheet is then circulated soon after the start of the meeting ; attendees are asked to verify and make any changes; all that most attendees will have to do is initial their entry. It is helpful if the Chairman reminds people before the end of the meeting to sign the sheet - especially if there are latecomers.

If multiple copies are generated (eg for use by chairmen, hosts, etc) it is useful to print the circulation copies onto coloured paper. For large meetings and some venues several circulation copies will be needed. Occasionally, people can be asked to "sign in" at the door.

A parallel sheet can be compiled in advance for apologies. Late apologies and "no-shows" can be "cut" from the attendance list and "pasted" to the correct one after the meeting.

The final lists can be appended to minutes or circulated to participants as appropriate.

This historic information, showing which organisations and individuals are being active in EURIM, is important for Member Relations and for monitoring Prospects' interests. From time to time analyses are prepared for Council and rapporteurs can make ad-hoc requests for reports.

MEETING ATTENDANCE

EURIM
[insert group name]

[insert meeting title, date and location Ground, London SE1]

THE EUROPEAN INFORMATION SOCIETY GROUP EURIM

Attendance *Initials*

F name	Surname	Organisation	Email	

Apologies

Please initial the right hand column against your entry after making any amendments or additions..
If you are not on this list, please add your details and/or give your visiting card to the Rapporteur.