



## The Facilitator's Exchange SIG Engaging and Productive Virtual Meetings

March 11, 2010

4:30 – 7:00 PM

# WELCOME



**Tired of virtual meetings that are boring? Are your virtual meetings dragging you down?**

**Ever wondered how you can make your virtual meetings more interactive and engaging?**

**Are you up to speed on some of the newest technologies that keep evolving and do you want to know which virtual meeting tools to use?**

More and more meetings today are done virtually, either through teleconferencing or webconferencing and may include some asynchronous processes. While virtual meetings can save travel time and money, if they are ineffective they may still be costing your organization or your client money. In our meeting we will explore the tools, technologies (some free or low cost), and best practices for creating engaging and productive meetings.

All who attend this meeting will vote on the technology they would like to experience and be invited to a virtual meeting in the next several weeks which will demonstrate one or more tools and techniques.

**Date:** March 11, 2010  
**Time:** 4:30 – 7:00 P.M.  
**Location:** University Hills Library, 4310 E. Amherst Ave, Denver  
(Off Colorado Blvd. and Amherst which is south of Yale)  
**Cost:** \$5.00 cash or check – includes handouts and refreshments  
**Please RSVP:** [facilitators-exchange@comcast.net](mailto:facilitators-exchange@comcast.net)

**The Facilitator's Exchange is affiliated with ASTD RMC and IAF**

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### Facilitation Training Opportunities in Denver:

**Herding Cats Facilitation Skills Workshop: March 25-26, 2010.** 9:00 – 4:00. Location 1325 S. Colorado Blvd., Bldg. B 018. Please call Penny McDaniel at 303-380-2550 or visit [www.collaborativeconnections.com](http://www.collaborativeconnections.com) for more information.

**ToP® Group Facilitation Methods Workshop:** April 8-9, 2010, 8:30-5:00. For more information call Eunice Shankland at 303-248-3372 or visit [www.ica-usa.org](http://www.ica-usa.org) for more information.

**For Questions:  
Contact Penny McDaniel at 303-380-2550**