

TIPS ON MAXIMISING YOUR FORMAL MEETING AT COMMUNITY CABINET

A formal meeting at Community Cabinet is 15 minutes in duration. The following suggestions will help to make the most of your time.

When making a request for a formal meeting:

- Clearly print your issues on the meeting request form and provide as much detail as possible.
- Clearly print the name/s of all who will attend the meeting, as name labels will be provided.

When attending a formal meeting during Community Cabinet:

1. **Arrive at least 30 minutes** before the scheduled time for your meeting.
2. **Register at the Registration Desk** at the entrance, and collect and wear your name tag.
3. **Wait in the designated waiting area** – this is where a Marshalling Officer will look for you to take you to meet with the Minister/s.
4. Be disciplined. If in a group, appoint one person as a spokesperson as it can be very distracting to have more than one speaker.
5. Prepare dot points for your meeting to note all the issues you wish to raise and to help stay focused.
6. Within the first 5 minutes of meeting the Minister/s, outline the actions you seek as a result of the meeting.
7. If you wish, you may leave additional paperwork with the Minister/s.
