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1. Make meeting arrangements. 1.1. Identify type of meeting and its purpose. 1.2. Identify and comply with any legal or ethical requirements. 1.3. Identify requirements of meeting and participants . 1.4. Make meeting arrangements in accordance with requirements of meeting. 1.5. Advise participants of meeting details. 2. Prepare documentation for meetings. 2.1.

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1C Identify the meeting requirements and participants 9 1D Make meeting arrangements 16 1E Advise of meeting details 22 Summary23 Learning checkpoint 1: Make meeting arrangements 24 Topic 2: Prepare meeting documentation 31 2A Prepare meeting notices, agendas and papers 32 2B Check meeting documentation for accuracy and errors 35

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1.3 Identify requirements of the meeting and its participants . 1.4 Make meeting arrangements in accordance with meeting and participants requirements . 1.5 Advise participants of meeting details . 2 Prepare and distribute documentation for meetings. 2.1 Prepare notice of meeting, agenda and meeting papers in accordance with meeting requirements

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