

Network meeting planner

Network name

Network purpose

Planning period From To

Complete the following table to help plan your network's meetings for the coming year.

	Meeting date and time	Venue	Topic	Meeting format (i.e. case study, panel, group discussion)	Meeting roles and responsibilities	Budget
Sample	Tues 24 September 6:30 – 8:30 pm	Indooroopilly Library	Collaboration when working with depression	<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Mary Smith Venue liaison: Philip Murphy Catering liaison: Philip Murphy Case presentation: Hilary and Charles from Carers for Hearts Liaison with MHPN: Mary Smith Other: _____	\$100.00 MHPN \$5 per person co-payment
1				<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	
2				<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	

Mental Health Professionals' Network

Emirates House
Level 8
257 Collins Street
Melbourne
VIC 3000

postal
PO Box 203
Flinders Lane
VIC 8009

email
contactus@mhpn.org.au

telephone
1800 209 031

www.mhpn.org.au

Did you know . . . MHPN can provide a range of resources like case studies and webinars to help provide content for meetings. Contact your project officer or visit www.mhpn.org.au to learn more.

Annual network meeting planner *continued*

Meeting date and time	Venue	Topic	Meeting format (i.e. case study, panel, group discussion)	Meeting roles and responsibilities	Budget
3			<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	
4			<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	
5			<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	
6			<input type="checkbox"/> Case study discussion <input type="checkbox"/> Panel discussion <input type="checkbox"/> Guest speaker presentation <input type="checkbox"/> Peer review <input type="checkbox"/> Other _____	Chair: Venue liaison: Catering liaison: Guest speaker(s): Liaison with MHPN: Other: _____	

Did you know . . .
 Each network has access to financial support of \$400 p.a. (GST exclusive). This can cover costs like venue hire and catering. Additional funding may also be available, see the **Network Support Fact Sheet** for more information.

Next steps Once the network has agreed the plan for the coming year, please forward a copy to your MHPN project officer.

Proposed annual spend \$ _____

Any questions? Contact MHPN