

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	20 Oct 6:30pm 2 hours	Library meeting room	Trauma	Guest Speakers: Jo Smith & Pritik Vasmy	Consider allocating roles such as: <ul style="list-style-type: none"> meeting chair catering venue etc. 	Catering \$50 sushi platter Guest speakers \$40 gift vouchers
1						
2						

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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						
4						
5						
6						

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

Any questions? Contact MHPN

Proposed annual spend \$ _____