




Meeting Triage

Factors to Consider when Cancelling or Delaying Your Meeting

First, identify your stakeholders' objectives for the meeting →

Then, catalog into 3 buckets:

	Members	Partners	Sponsors	Vendors	Association
 1 Must take place at the originally scheduled time		C o n v e r t t o V i r t u a l			
 2 Can be delayed without harm		D e l a y a n d R e t o o l a s V i r t u a l o r F a c e - t o - f a c e o r H y b r i d			
 3 Can be jettisoned without impact			J e t t i s o n		