

Meeting Services Checklist

Last updated: April 2020

This document is intended to provide a check of the signage and infrastructure requirements for those responsible for delivering the meeting room services throughout the Annual Meeting.

	Related Task	Actioned
1	Communication and Internet center and cell phone counter	
2	Conference bag distribution counter (preferably inside the registration center)	
3	Currency exchange service (including ATM machines)	
4	Headset distribution counter	
5	Medical services and assistance for persons with disabilities	
6	Paging desk (to call drivers of cars)	
7	Refreshment stations	
8	Snack bars or food outlets	
9	Transport desk	
10	Travel and tours desk	
11	Hotel desk	
12	Help desk	
13	Janitorial services	
14	Lounges <ul style="list-style-type: none"> • Delegates' lounge • Governors' lounge • Lounge or waiting area outside of Board Members' offices • Sponsors' lounge • Observers' lounge 	
15	Prayer rooms	
16	Rest areas	
17	Charging station	