



GGI CONFERENCES GMBH

**GGI Practice Group Chairpersons Meeting
03 - 05 February 2012, Zurich, Switzerland**

DRAFT AGENDA

Hotel Continental Zürich, Stampfenbachstrasse 60, 8066 Zurich, Switzerland
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Further participants:

Michael Reiss (MR)
Imke Landthaler (IL)

Friday, 03 February 2012

Individual arrival of participants

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Phone: +41 44 360 60 60, Fax: +41 44 360 60 61

www.continentalzurich.com

19:00 Meeting at hotel lobby

20:00 Dinner

Saturday, 04 February 2012

08:00 – 09:30 Breakfast at the hotel

09:30 – 17:00 Conference

09:30 – 09:45 Welcome and Overview Michael Reiss

09:45 – 10:25 Practice Group Introduction including

- Organizational structure (vice chairs, regional sub-divisions)
- Regulars and visitors
- Meeting frequency
- Activities / Contacts in between the scheduled meetings
- Communication tools used
- How do you market your practice group
- Which benefits do you get from chairing the group?
- Which benefits do group members get?
- Which difficulties do you face (if any)?
- Your group objectives, goals, current projects and activities
- Which activities until now have been the most successful ones in your group (best cost-value-ratio)?
- Planned projects
- Where do you see your practice group in 5 years?



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- 10:25 – 10:45** **Coffee Break**
- 10:45 – 10:55** **Practice Group Chairpersons Incentive**
In September 2011 an incentive for Practice Group Chairpersons has been introduced. Requirements and procedures will be viewed.
- 10:55 – 11:15** **PG Meeting times**
During GGI conferences there is a time slot for practice group meetings. To be able to integrate PG meetings in the conference program without extending the conference for at least one more day, some practice group meetings take place parallel.
- 11:15 – 12:00** **PG Structure**
Growth of groups
Ensuring standards (how is the flow of information secured within the groups? Which communication tools are used? How do group chairs ensure their regional sub-division chairs (and vice chairs) follow the same objectives, contents and philosophies? Clear definition of regions and organizational structure. Who can become Chair / vice Chair?)

Definition of groups and brief review of the guidelines
- 12:00 – 13:30** **Lunch**
- 13:30 – 13:45** **GGI Website – intranet**
An excellent tool for group communication
- 13:45 – 14:00** **Publications**
INSIDER, www.ggiform.com, handbooks, guides
- 14:00 – 15:30** **Definition of targets**
Specific
Measurable
Achievable
Relevant
Timed
- 18:00** **Meeting at hotel lobby for city walk followed by dinner**
- 20:00** **Dinner**

Sunday, 05 February 2012

- 08:00 – 09:30** Breakfast at the hotel
Individual departure from the hotel

Future PG Chairpersons Meetings will be held once a year at the GGI World Conferences (Sunday after the conference).

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