

Other Activities



Post-Event Meeting

A post-event meeting follows the conclusion of the event and the same people who attended the pre-event meeting should be included. The reason for this meeting is to collect impressions on how the event was handled and to learn ways to **correct short-comings** or to make the next conference better. This is not a time to assign blame to any one department or person if something went wrong.

Mistakes do happen, and while it's all too easy to assign blame, get the facts before you act. For instance, if the ground transportation company goes to the wrong pick-up spot, yelling at the driver is not going to help matters any. You will look unprofessional and, in fact, it may not be the driver's fault. You or your assistant may have transposed a number when typing the address.

Calmly and **professionally** take up the matter with the manager or owner at a meeting or during a phone call set up for this purpose. Work with the management to find a solution for future events and send a follow-up letter outlining your understanding of the events and the steps to take to avoid a future mistake.

Thank You and Acknowledgements

If you've made it to the end of the event, and you're still standing and smiling, you have a lot of people to thank! VIPs, speakers, sponsors, committee members, staff, volunteers — there are undoubtedly many, many people who deserve a pat on the back for helping you pull it off. Whatever you choose – thank-you letters, handwritten notes, gift baskets, flowers, etc. – make it **personal** and **sincere** one word of caution. The thank-you letter is **not** the place to note problems or complaints. Save that for the wrap-up meeting!

Financial Matters

Now that the event is over and actual expenses are in you can reconcile the budget to actual expenses. Just as you would carefully check your personal power bill before paying, you will scrutinize the invoices from all suppliers before approving them for payment.

Planning For Next Year

If this is an annual event, now is a great time to lay the groundwork for next year. The **earlier** you book your event and begin planning, the **easier** your work becomes.

If you loved working with a particular vendor, note that in your file. Conversely, flag any problem vendors. Book a date for next year, and get tentative commitments from sponsors. Solicit more volunteer help, and keep staff involved and motivated. Play off the current excitement to get buy-in for next year!



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