



**All MHPN network meetings are different! Consider the different types of meetings your network could try throughout the year.**

## Ideas for Meeting Content and Formats

Your network’s purpose and whether you are meeting online or face-to-face may influence the type of meeting you hold. Often though it is possible to adapt the format to suit a range of purposes and either mode.

The following table shows some meeting formats that have been popular:

Idea	How to do it
Dedicated networking session	Include a specifically designed activity to facilitate learning about each other’s profession, expertise and areas of practice specialty. Ask your Project Officer for some MHPN has pre-prepared.
Group discussion of a case study	MHPN has a suite of over 50 to choose from.
Guest speaker presentation	MHPN encourages Coordinators and Members to use their professionals contacts to source guest speakers. MHPN has a limited guest speaker register to help source guest speakers. Some may be able to videoconference into your meeting.
Service presentation	(either external or from within the group)
Watch and discuss an MHPN webinar recording or another video	Perhaps a relevant TED Talk
Peer support focus	Depending on the needs of the group, this can take the form of case discussions or exploration of practitioner emotional reactions to clients
Self-care session	MHPN can recommend art therapists, guided meditation and breathwork practitioners for your meetings.
Journal review and analysis.	Assigned readings can be discussed during a meeting.

## Practical Tips to Help Make Planning Meetings Easier

### For face-to-face meetings

Planning the meeting includes making some logistical arrangements and decisions. The following provides some tips to help make these easier. MHPN suggests to start planning at least six weeks prior to meeting date to ensure all details are confirmed and promotion of meeting can begin four weeks before the meeting is held.

## Selecting a Venue

Consider the following low-cost options:

- workplace meeting rooms
- library meeting rooms
- community centres
- private room in a restaurant or hotel.

## Catering

Providing light refreshments can be particularly beneficial if the meeting is held between finishing work and dinner. Arranging catering doesn't have to be onerous or expensive, the following provide easy options:

- supermarket platters (generally ordered from the deli)
- Subway or sushi platters
- sandwiches
- biscuits and tea/coffee
- if you meet regularly buy tea, coffee and biscuits to consume across a number of meetings.

## Budget

MHPN provides some financial support for each network meeting. The following might help stretch the budget a little further:

- Look for a free venue at the local library, community centre or a network member's workplace.
- Reduce catering expenses by having nibbles rather than a meal.
- Ask attendees to bring food to share, or take turns buying the biscuits.
- Members can make a co-payment, or pay for their own food if the meeting is held at a restaurant or somewhere where food is available to purchase.
- Consider a small thank you gift instead of payment for guest speakers. Please note that guest speaker payment is only for external expert speakers.

## For Online Meetings

The following provides some ideas for meeting formats that work particularly well online.

- Panel discussions
- Guest speaker presentations
- Peer support

## Next Steps

The Resources and Tools mentioned in this Fact Sheet are available on MHPN's [website](https://www.mhpn.org.au). They aren't available as links in this document, so we can keep them up to date for you.

Contact your Project Officer directly to talk through meeting online or discuss any of your concerns.

## Contact MHPN



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