



iForum™ Toolkit

Everything that you need to know



The iForum™ Toolkit

		Principles/ How to	Templates	Examples
1	Stakeholder/interest database	✓	✓	✓
2	Umbrella consultation program	✓	✓	✓
3	Need for, objectives and purpose of iForum	✓	✓	✓
4	Key theme and questions	✓		✓
5	Preliminary consultation with key participants	✓		✓
6	Media and Notification Strategy	✓	✓	✓
7	Venues and floor plans	✓	✓	✓
8	Running Sheet	✓	✓	✓
9	Resources required	✓	✓	✓
10	Personnel	✓		✓
11	iForum Communication Plan	✓	✓	✓
12	Electronic strategy (email and web)	✓	✓	✓
13	Running Sheet	✓	✓	✓
14	Managing Sign Up	✓	✓	✓
15	Station Setup	✓	✓	✓
16	The Smorgasbord	✓		✓
17	Orientation	✓	✓	✓
18	Negotiables and Non-Negotiables	✓		✓
19	Recording and Reporting	✓	✓	✓
20	Evaluation	✓	✓	✓
21	The on-going relationship	✓		✓
22	Connections and Resources	✓		

