

How to Facilitate a Useful Moving Meeting

Where?

- Determine a starting location, a course and a finishing point. No need to be overly ambitious about distance. Allow appropriate time in a moving meeting.

When?

- Morning moving meetings are a beneficial way to start your day with activity.
- Holding an afternoon moving meeting can help revive dwindling energy.

Who?

- For small groups, you can be more spontaneous with where to go.
- With larger groups, it is important to have a distinct plan.
- Wheeling Routes: If any of your participants are wheelchair or scooter users, be sure to be aware of the [accessible routes](#) of Athens or, if hosting an indoor moving meeting, know where the elevators are located in the building.

Challenges

- Noise: For smaller groups, noise can be beneficial to increase privacy. For larger groups, it is crucial to choose a quieter path.
- Cell Phones: Ask individuals to turn off or silence their phones.
- Narrow Paths: Choose a path that accommodates the size and needs of your meeting and participants.
- Pace: Be attentive to and nonjudgmental of the pace of all involved in the meeting.

Productivity

- Moving meetings are helpful when facilitating uncomfortable conversations or when team members have hit a roadblock and need to brainstorm a new pathway.
- Don't lose out on the brilliance of your movement! Bring a pocket notebook and pen. Use the time spent moving to speak openly and brainstorm. Stop periodically at locations with seating or good lighting to be able to take notes.

Evaluation

- Ask for verbal feedback after the meeting or, if privacy is desired, conduct a survey in order to determine if the meeting was beneficial or if anything could have been done differently (size, time, path, etc.).

Overall Tips

- Three individuals or less leads to the most beneficial conversations.
- Consider temperature. If it's an especially warm day, host your moving meeting indoors as employees may be uncomfortable returning to work in sweaty clothing.
- Walking meetings have shown benefits to overall understanding and productivity. Individuals are more engaged while their body is being active.
- Have fun! Enjoy the experience and the company.