



# Original Equipment Suppliers Association

## AGENDA

### OESA 2020 Master Class Workshop Series: How to Lead an Effective Meeting

October 16, 2020

September 18, 2020 • 8:30 a.m. ET

An OESA Virtual Event

**Registration closes 5 p.m. ET October 17, 2020.**

**Zoom login information will be sent 24 hours prior to the event.**

- 8:20 a.m. Participants Dial In
- 8:30 a.m. Welcome and Introductions  
**Keiyania Mann**, Senior Manager, Council Communications and Planning, OESA
- 8:45 a.m. The Importance of Learning to Lead Effective Meetings  
**Lindsay Gross**, Director, Facilitation Services, Event Garde
- The Three Areas of Focus: Before, During and After the Meeting
- Small Group Work
- 10:55 a.m. Wrap-up, Workshop Evaluation and Adjournment  
**Keiyania Mann**, Senior Manager, Council Communications and Planning, OESA