

TMR

CHECKLIST:



IN-PERSON/BLENDED CONSIDERATIONS

RETURN TO COMBINATION OF IN-PERSON AND
ONLINE EVERY WEEK OR ANY WEEK

1

PROTOCOL: SOCIAL DISTANCING, MASKS, ETC

Follow whichever is strictest
Federal, state, county or venue

2

SIGNAGE

Triangle BNI will generate color version & sheath in plastic
Until then, or if signage is lost, simply print and post
Chapter will display in prominent places
Be sure someone is responsible & have a backup copy
Ideally, keep in venue to simplify handling
Display every week until further notice

3

ATTENDANCE

In the event of contact tracing be sure ALL attendees are
tracked each week
Vice President tracks all members (no change)
Secretary/Treasurer tracks all visitors (new)

4

BUSINESS CARDS: DO NOT USE CARD BOX

Display member & visitor cards for self-service

Use CHAT to capture remote members & visitors

- at the end of the meeting share CHAT with everyone
- scan/email all members & guest contact info to all so remote people get in-person contacts

Option 1: All member contact info on printed sheets

- Distribute to each seat & remove remaining cards after meeting
- Develop system to remain current as membership profile changes

Option 2: All members & guests stack cards in central place for self-service

- Hand-sanitizer is a valuable addition
- Members place cards as they arrive - best practice is to follow first name order
- Visitors do the same

5

POWERPOINT

Run PowerPoint to engage everyone, especially remote members and guests

Make an effort to engage both populations (remote & in-person)

ADVISE THE LOCAL BNI OFFICE IF YOU HAVE ANY QUESTIONS OR CONCERNS, 919-465-1667.

THANK YOU. STAY SAFE & PRODUCTIVE.

Temporary Blended Meeting

- At venue must have camera set up that can display entire room/chapter
- A camera set up to display individual speaker
- Each speaker must present in front of speaker camera for those participating virtually to engage
- IMPORTANT – Venue must be able to support high volume/usage of Wi-Fi

