

Invitation Driven Meetings

Meetings Follow Game Mechanics

- **Clear Purpose:** In order to encourage people to attend your meeting, ensure there is a clear and persuasive purpose. Without a clear purpose, the meeting is likely not ready to occur.
- **Clear Rules:** If there are rules that must be observed during the meeting (e.g. no laptops) or information on the Who, Where, and When of the meeting, include these in the invitation. Any sort of constraints that need to be noted should also be included in the invite (e.g. max number of people).
- **Way to Track Progress:** Ensure potential participants understand how the meeting will progress by including details such as an agenda, timeboxes, signals of change (e.g. we will review these topics).
- **Ability to Opt-Out:** Like any good game, people should not be compelled to join meetings. If the meeting invite is properly designed, people will want to attend your meeting!

Example Meeting Invitation

The following is an example of an Invitation Driven meeting invite. The game mechanics have been highlighted within the invite based on the following:

Purpose

Rules

Progress

I'm inviting you to join me for drinks after the conference! We will have a great time chatting with each other and others while discussing what we learned during the conference!

Here's the itinerary for the night:

- We will meet in the hotel lobby at 6:30PM and grab a taxi.
- We will visit two local bars while we are out.
- We will be back to the hotel by 10:00PM.

} Also includes Rules
(e.g. location, number of bars)

We can only fit 4 people in a taxi so can you please let me know by 5:00PM if you can make it? Thank you!

**Note that nowhere in this invitation is the invitee required to attend.*

Create Your Meeting INVITATION

Using the space below, craft or rewrite a meeting request you have for the upcoming week, transforming it into a true meeting **INVITATION**.

Purpose of the Meeting: (why should people attend?)

Rules to Include: (e.g. who, what, where, expected meeting etiquette)

How Progress will be Tracked: (e.g. agenda, timeboxes, signals of change)

Your Meeting Invitation: (using the notes above, craft your final invitation below)
