



Tips for Innovative Meetings and Events (T.I.M.E.)

Topic: Resource Recap

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Welcome

At this time of year one of my favorites is to read the Top 10 lists. Find out what is Hot and what is Not. Or I also love the year-end magazine issues with the index of articles from the past year.

This is my version for Tips for Innovative Meetings and Events. For my clients, for my seminars, for my speeches and presentations and for my newsletters, I am constantly researching and updating my information.

- This issue offers you some of my favorites, some new finds, and the best of the best. My thoughts on great resources for innovative meetings found on the web, books, and articles. -

Have a Wonderful Holiday Season and A Joyous New Year. We will return in January.

Sue

[Sue Tinnish](#)

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Meet Me on the Web

I can't imagine living or working with out "it". The World Wide Web has changed our

lives.

Here are some of my favorite sites. For general meeting management, two fabulous sites are:

www.effectivemeetings.com

This site contains great information about meetings. The content is always changing and I always find something worthwhile here.

www.3m.com/meetingnetwork

Great site. Books, articles and links to find additional resources like facilitators. A wide variety of articles on great meetings, presentation hints, and more. In particular there is a wealth of information for internal speakers; hints on flip charts, preparation.

Speaking of presentations, I like The Presentation Biz's website. They are a UK company and offer great great hints for anyone who is an internal speaker at a meeting. Here is the site:

www.presentationbiz.co.uk/links/links7.htm

I also subscribe to ConferZone's e-newsletter. Check out the white papers, links and newsletters on web conferencing, video conferencing, audio conferencing and collaborative conferencing on their site. ConferZone positions itself as an objective e-conferencing resource that tracks the latest technology and trends in the marketplace.

www.conferzone.com

Playthings

Tis the season for toys. Research from education, psychology, and anthropology suggests that play is a powerful tool that is useful throughout a person's life.

You can easily harness the power of play during a meeting. Use toys to create the following results:

- Increase creativity
- Diffuse tension or boredom
- Surprise meeting participants

Even absent-minded, subconscious playing with a toy, will open your mind to new possibilities, new relationships, new contexts.

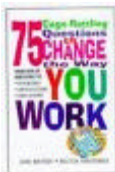
Here are some playthings to add zip and pizzazz to your meetings:

- Colored Pipe Cleaners (inexpensive, reusable and highly effective)
- Koosh Balls
- Silly Putty
- Origami paper

- Foam objects -- anything foam or Nerf products
- Magnets and paper clips or ball bearings
- Wooden blocks
- Graph paper and colored pencils
- Puzzles - like tangrams (Tangrams are ancient Chinese puzzles with hundreds of variations to the puzzles. Each paper puzzles consisting of seven pieces: a small square, two small congruent triangles, two large congruent triangles. a medium-size triangle, and a parallelogram)

Since tangrams are probably less known to you, here's a great tangram kit:
[Fun With Tangrams Kit: 120 Puzzles With](#) Two Complete Sets of Tangram Pieces

And Chris Crawford has published a book with many tangram puzzles. [Tangram Puzzles](#)



Just Found

Have your ever been shopping and stumbled upon a great find! I just found a great little book that is perfect for many types of meetings and many types of discussions. (Its almost as good as the "little black dress"!)

The book is [75 Cage Rattling Questions to Change the Way you Work: Shake-em-Up Questions to open meetings, ignite discussion, and spark creativity by Dick Whitney and Melissa Giovagnoli](#).

Like the title suggests there are 75 off the wall questions. The questions are great for serious, problem solving discussions at management retreats or strategic planning sessions. And 75 Cage Rattling Questions is also appropriate for more lighthearted icebreakers or activities to get people thinking, laughing.

Here are a few of my favorites for meetings:

Question 1. What would your organization be like if your mother ran it?

Question 5. Pretend your organization (or department) is an organized religion. What are the core beliefs? What constitutes a sin?

Question 28. If you could trade works skills the way kids swap baseball cards, who would you trade with and for what Skills?

Question 29. What would motivate you to work seven days a week, twelve hours per day, for a month on an important project?

Each question includes three sections:

- Great ways to use this question - Usually 3 or 5 situations where the question is highly effective)
- War story - Situations where the authors used this question. Real world examples.

- And Users Manual - How to broaden the discussion, steps to follow, potential responses

The book also contains questions that require great management courage to ask and listen to. Like Question 65, Does the boss ever punish people who tell her what she doesn't want to hear?

Be Creative

We are all creative. But it does sometimes takes a little nudge to help us be more creative. Here are two suggestions that work alone, in a small group, or a large meeting:

[Thinkpak: A Brainstorming Card Deck](#)

This is a terrific brainstorming tool. Just flipping through the cards, will generally start the ideas popping up out of nowhere.

[Creative Whack Pack](#)

This is an illustrated deck of 64 creative thinking strategies that will "whack" you out of habitual thought patterns and enable you to look at your life and actions in a fresh way. Use the cards alone or with others to seek innovative solutions to issues.

Personal Productivity

These personal productivity tools are near and dear to my heart:

1. E-fax. Faxes are sent to my email account. A local phone number can be assigned to you or E-fax will assign you a number. Its great back-up service when your are travelling and many people opt to go completely electronic for receiving faxes.
2. Address Grabber. This gem copies information from emails and automatically downloads into my Handspring PDA (which uses the Palm Operating System) Love it.
3. Attach!. Anyone who has ever forgotten to send an email attachment will appreciate a new free software utility called Attach!, a simple tool that scans the outgoing email for mention of attachments. If an attachment is mentioned but no file is attached, a screen pops up informing the user and giving him/her two options: "Attach" or "Send Anyway." This product allows us who frequently send documents via email to avoid the embarrassing mistake of sending a second email with the "Oops, attachment now included" message.
4. Bookmarking Aid. If you like to place bookmarks but access the Internet from multiple places, consider a tool that allows you to save your selections and access them from anywhere. You can consider My Bookmarks at

<http://www.mybookmarks.com/> or
iKeepBookmarks.com at
<http://www.ikeepbookmarks.com/home.asp>

5. Online Surveys. I am a huge fan of this tool for advance work for meetings. There are many choices and I have used zoomerang.com and websurveyor.com. The next one that I will try (Survey coming up in January!!) is SurveySuite at http://intercom.virginia.edu/cgi-bin/cgiwrap/intercom/SurveySuite/ss_index.pl

The price is right at \$39.95 a year.

6. Need new Prospects? Use zapdata.com to search for companies that might need your services. Zapdata.com allows you to specify your search criteria, determine how many names are on the list, and if necessary, further refine your search. Priced per number of leads generated on the list.
7. Small business owner information. I like this site:
<http://www.businessknowhow.com>

I am waiting to have the need to use this site:

8. Web based translation information at www.xlation.com. The site has links to hundreds of foreign language Dictionaries, Glossaries and Word Lists, Grammar and Idioms, Computer Assisted and Machine Translation, Essays, and Other Resources

Freebies

Want More??

FREEBIE

I have the following resource lists available via email:

- Icebreakers
- Meeting Management Books
- Facilitation Resources
- Color
- Music
- Humor
- Creativity

If you are interested in any of the above, please email me. Just send a blank e-mail to Stinnish@ameritech.net with which list you would like in the subject. [Resource List](#)

Future T.I.M.E.

Tips for Innovative Meetings and Events will be accepting limited advertising. If you are interested in using this e-newsletter as a way to reach a targeted audience, please e-mail Ron Hopkins at rchopkins@ameritech.net for more details. [Or Click Here](#)

I will be speaking at Meeting Professional International's Professional Education Congress on February 3. Steve Kemble and I are also hosting the Conference Orientation on Sunday for all first time attendees or new MPI members. I hope to see some familiar faces in the audience.

I'd love to work with you on creating more interaction for your meeting or event. Please contact me: Sue Tinnish, SEAL Inc., Telephone: 847.394.9857, E-mail: stinnish@ameritech.net [Contact Sue](#)

In the meantime, I would really appreciate it if you would forward T.I.M.E. onto your colleagues, associates, and clients. Just press the forward button.

T.I.M.E. Gone By

If you are interested in past issues, please e-mail us with the month and topic and we will send you a copy of that newsletter. Here's what is included in past issues [Back Issue Request](#):

May 2000: [Teambuilding](#) and (Freebie) New York Times Reprint On Teambuilding

June 2000: [Green Meetings](#) and (Freebie) Resource List Of Exercises

July 2000: [Values](#) and (Freebie) Meeting Analysis

August 2000: [Minimum/Minimal Meetings](#) and (Freebie) Web Winners

October 2000: [Evaluations](#) and (Freebie) Sample Evaluation Questions

November 2000: [Politics](#)

December 2000: [Toys](#) and (Freebie) Brainstorming Ideas

January 2001: [Sales, Award Presentations](#) and (Freebie) Sales Tips

February 2001: [Change](#) and Communicating Change and (Freebie) Change Bombs

March 2001: [Open Space Technology](#)

April 2001: [Adult Learning Styles](#) and (Freebie) Learning Style Questionnaire

May 2001: [Trade Shows](#) and (Freebie) Trade Show Timeline

June 2001: [Emotional Intelligence](#) and (Freebie) EI Quiz

July 2001: [Presentation Tips](#) and (Freebie) Speaker Introductions

August 2001: [Ice Breakers](#) and (Freebie) Resource List

September 2001: [Facilitation](#) and (Freebie) Problem Personalities In A Meeting

October 2001: [Humor](#) and (Freebie) The Benefits Of Laughter

November 2001: [Customer Care](#) and (Freebie) Complaints

December 2001: [Slack](#) and (Freebie) Quiet Time

January 2002: [Teambuilding Options](#) and (Freebie)

February 2002: [Promotional Products](#) and (Freebie) Case Study

March 2002: [Multicultural Communication](#) and (Freebie) Multicultural Meeting Tips

April 2002: [Outdoor Learning](#) and (Freebie) Justification Checklist

May 2002: [Budgets, ROI, ROO, and ROK](#) and (Freebie) Budgeting Beyond Excel

June 2002: [Creativity](#) and (Freebie) Building the Case for Creativity

July 2002: [High Touch Technology](#) and (Freebie) Personal Technology Tools

August 2002: [Economic and Business Cycles](#) and (Freebie) Investment Strategies for meetings

September 2002: [Successful Environmental Factors/Conference Centers](#) and (Freebie) Learning Environments

October 2002: [Return on Investment](#) and (Freebie) Balanced Scorecard
November 2002: [Incentive Meetings](#) and (Freebie) Forum Synopsis

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