



CONNECTICUT SOCIETY OF PROFESSIONAL ENGINEERS

Presents

How To Conduct An Effective Meeting

with Mark Austin, PE, MPA, FNSPE

Past President CSPE; Past Chair, NSPE Young Engineers Advisory Council; Past Chair, NSPE Membership Recruitment Task Force.

Mark will give a presentation on running meetings based on the NSPE training given to all committee chairs and regional officers for the National Society of Professional Engineers at the Summer Meeting each year. The presentation will include the following topics:

- Preparing for a Meeting
- Running the Meeting
- After the Meeting Follow-up
- Conducting Conference Calls
- Q&A



When given at the University of Connecticut, the professor and department head noted that this seminar was extremely useful and he wished he had seen it years ago prior to chairing many of his own meetings.

Meeting tips, sample documents, and other resources will be provided. Audience questions and participation are highly encouraged for a more productive and lively meeting.

6:30-7 PM Networking, 7-9 PM Seminar, Wednesday, May 8, 2013, CSPE Office, Middletown.

2.0 hours PDH, not suitable for NY. Registration: \$35 members, \$50 nonmembers.

Register online at <http://cspeseminarmay13.eventbrite.com/>

Names: _____

Firm: _____

Address: _____

phone: _____ email: _____

Registration enclosed: \$ _____ or

MasterCard/Visa Card Number: _____

Expiration Date: _____ Signature: _____

Billing Address: _____

Please mail, fax or email your registration to: CSPE, 460 Smith Street, Ste K, Middletown, CT 06457, phone (860) 635-5522, fax (866) 668-9858 or email pbrady@ctspe.net