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.


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