How to Lead a Successful Special Meeting: Tutorial Introduction
You’re a Special Meeting Chair! CONGRATULATIONS! What do you do?

- Good question, what do you do?
- This tutorial was designed to:
  - Assist Special Meeting Chairs develop and lead a quality Special Meeting
  - Provide Special Meeting Working Group Chairs and the meeting participants background information on leading and participating in a quality meeting:
    - To assist their Special Meeting Chair
    - As they consider volunteering on a Special Meeting Committee in the future
Introduction: References

- The information presented in this tutorial represents general guidance and is *intended to be suggestive* rather than a recipe or formula to follow verbatim.

- It is recommended that you build upon this foundation and tailor it to your special meeting and your style.

- The references used in developing this tutorial were:
  - MORS Organization Manual, Section 9 “Special Meetings”
  - Experience from previous Special Meeting Chairs and Special Meeting Working Groups Chairs.
Introduction: Special Meetings

• Special Meetings enhance the quality and effectiveness of real world National Security Interests through the advancement of the OR Profession by providing forums, in addition to the annual symposia, for professional exchange and peer criticism among practitioners and users of national security-related OR.

• Organizing and running a MORS Special Meeting has many rewards, but it entails many challenging responsibilities.

• Through hard work and creativity the Special Meeting Chairs have developed quality special meetings.
The course is set up in six modules:
- Introduction (this module)
- Special Meeting Background
- Types of Special Meetings
- Team Responsibilities
- Paperwork
- Final Thoughts

It is recommended that the tutorial be completed in order, as each module builds upon the previous module.
Introduction: Consideration Symbol

• Throughout the tutorial, you will see the consideration symbol shown on the left
  – The MORS logo with an idea (the light bulb) in an explosion background, to stand out on the page
• The foundation of the tutorial is built on the material provided in the “Special Meetings” section 9 of the MORS Organization Manual
• This consideration symbol is used when considerations, opinions, lessons learned, and recommendations from previous Special Meeting Chairs are included.
Introduction: Critique

- All critiques are welcome, especially those with comments and recommendations.
- Send your completed critiques to the MORS Office at morsoffice@mors.org.
  - Please use the following as a subject:
    - Spec Mtg Chair – Course Critique – (Date)
    - Where date is in MMDDYY format
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