

## STEPS TO PROCEED FOR GENERAL ASSEMBLY

1. Determine themes/content from pre-GA meetings
2. Develop description of purpose of GA
3. Form GA Planning Committee
  - a. Publicize invitation for volunteers
  - b. Call/encourage key people and help, if needed, to form good working team
  - c. Develop guidance for GA Planners
    - i. Timeline of planning and program timing
    - ii. Number of sessions and format needed for each topic (Lining up presenters or speakers as needed either in person or by zoom)
    - iii. Important social/spiritual celebrations for connecting/healing (bistro, opening and closing rituals, ice-breakers, etc.)
    - iv. Evaluations/Feedback during and after