**Quarterly Emergency Management Meeting**

**Location TBD – looking for a host. Please contact Anna Bergman (****anna.bergman@multco.us****) if you are interested and able.**

**May 22, 2018**

**9:30 – 11:30 am**

A few specifics you will need to know for hosting:

* Attendance ranges from 30 – 65
* Refreshments are welcome – not required
* Room is needed for a minimum of 3 hours (30 minutes on either end)
* Ample parking and/or access to mass transit is desirable
* Seating in whatever arrangement lends to watching presentations
* Tables on outer edge – allows for handouts
* Projection system/screen – both desirable but not required