

## **Quarterly Emergency Management Meeting**

**Location TBD – looking for a host. Please contact Anna Bergman ([anna.bergman@multco.us](mailto: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