# Network meeting planner

**Network name**

**Network purpose**

**Planning period**

Complete the following table to help plan your network’s meetings for the coming year.

<table>
<thead>
<tr>
<th>Sample</th>
<th>Meeting date and time</th>
<th>Venue</th>
<th>Topic</th>
<th>Meeting format (i.e. case study, panel, group discussion)</th>
<th>Meeting roles and responsibilities</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tues 24 September 6:30 – 8:30 pm</td>
<td>Indooroopilly Library</td>
<td>Collaboration when working with depression</td>
<td>□ Case study discussion □ Panel discussion □ Guest speaker presentation □ Peer review □ Other __________________________</td>
<td>Chair: Mary Smith Venue liaison: Philip Murphy Catering liaison: Philip Murphy Case presentation: Hilary and Charles from Carers for Hearts Liaison with MHPN: Mary Smith Other:</td>
<td>$100.00 MHPN $5 per person co-payment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Case study discussion □ Panel discussion □ Guest speaker presentation □ Peer review □ Other __________________________</th>
<th>Chair:</th>
<th>Venue liaison:</th>
<th>Catering liaison:</th>
<th>Guest speaker(s):</th>
<th>Liaison with MHPN:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Case study discussion □ Panel discussion □ Guest speaker presentation □ Peer review □ Other __________________________</td>
<td>Chair:</td>
<td>Venue liaison:</td>
<td>Catering liaison:</td>
<td>Guest speaker(s):</td>
<td>Liaison with MHPN:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Did you know . . . MHPN can provide a range of resources like case studies and webinars to help provide content for meetings. Contact your project officer or visit www.mhpn.org.au to learn more.
### Annual network meeting planner continued

<table>
<thead>
<tr>
<th>Meeting date and time</th>
<th>Venue</th>
<th>Topic</th>
<th>Meeting format (i.e. case study, panel, group discussion)</th>
<th>Meeting roles and responsibilities</th>
<th>Budget</th>
</tr>
</thead>
</table>
| 3                     |       |       | ☐ Case study discussion  
☐ Panel discussion  
☐ Guest speaker presentation  
☐ Peer review  
☐ Other __________________ | Chair:  
Venue liaison:  
Catering liaison:  
Guest speaker(s):  
Liaison with MHPN:  
Other: __________________ |        |
| 4                     |       |       | ☐ Case study discussion  
☐ Panel discussion  
☐ Guest speaker presentation  
☐ Peer review  
☐ Other __________________ | Chair:  
Venue liaison:  
Catering liaison:  
Guest speaker(s):  
Liaison with MHPN:  
Other: __________________ |        |
| 5                     |       |       | ☐ Case study discussion  
☐ Panel discussion  
☐ Guest speaker presentation  
☐ Peer review  
☐ Other __________________ | Chair:  
Venue liaison:  
Catering liaison:  
Guest speaker(s):  
Liaison with MHPN:  
Other: __________________ |        |
| 6                     |       |       | ☐ Case study discussion  
☐ Panel discussion  
☐ Guest speaker presentation  
☐ Peer review  
☐ Other __________________ | Chair:  
Venue liaison:  
Catering liaison:  
Guest speaker(s):  
Liaison with MHPN:  
Other: __________________ |        |

**Did you know…** Each network has access to financial support of $400 p.a. (GST exclusive). This can cover costs like venue hire and catering. Additional funding may also be available, see the Network Support Fact Sheet for more information.

**Next steps** Once the network has agreed the plan for the coming year, please forward a copy to your MHPN project officer.

**Any questions?** Contact MHPN

**Proposed annual spend** $________