



How to Conduct a Walking Meeting

Walking meetings work best in smaller groups (up to 6 people). It's great for creative discussions, brainstorming or reflection rather than detailed analysis or paperwork.

1. Let participants know about the walking meeting in advance so they come prepared (eg. bring comfortable shoes, a hat etc).
2. Inform participants of the agenda before setting off.
3. Pick an appropriate walking route (quieter streets, include a coffee stop?).
4. Bring a notebook to jot down ideas.
5. Walk at a comfortable pace so that everyone is included / can hear each other; or break into smaller groups.
6. At the end of the meeting, note contents of discussion and follow-up actions if required.



** Tip: How about including a walking meeting for your planning day? Set aside 20 minutes for small groups to step out to get some real conversations and great ideas going!*

Benefits and tips

<http://www.tfl.gov.uk/assets/downloads/walking-meeting.pdf>

<http://www.chipolicy.org/pdf/5678.Walking%20Final%20After%20Public%20HW.pdf>

<http://planetgreen.discovery.com/work-connect/walking-meetings-betterthan-boardroom.html>