



IIMHL/IIDL 2019 MATCH HOST CHECKLIST

The goal of this checklist is to assist match hosts to create quality match experiences that are enjoyable and productive for all the hosts and visitors. The matches are the first component of the IIMHL/IIDL Leadership Exchange week – September 9-10, 2019. The matches are followed by the Network Meeting in Washington, DC, September 11-13, 2019.

This checklist covers advance preparation and the match itself, and has some suggestions about sustaining relationships in the longer term. Much of what follows is common sense and is included to ensure clarity of expectation and consistency across match experiences.

In addition to the information visitors receive from hosts, they also receive a Visitor Pack, which is a mirror image of the Match Host Pack.

If you have any comments or questions, please contact erin@iimhl.com.

Activity	Tick Box
<i>Before the match</i>	
Make contact with your visitors as soon as you receive their details to introduce yourself as their host. This will be a continuous process as new visitors are added to your match and they are included into the pre-existing correspondence.	
Ask visitors to confirm their arrival and departure dates and invite them to use you as a resource to help with practical arrangements (e.g., for hotel and airport recommendations) and to provide them with information about your local area or country in general.	
Depending on when participants are due to arrive, you may wish to arrange an appropriate social activity to welcome them, likely on the Sunday evening.	
If you have not already done so, finalise venue and catering bookings and other arrangements for both the working sessions and if you are having a Monday evening group dinner.	
Ask all participants to share brief, relevant information about themselves, their organisations and their work with the group.	
Check out whether visitors have any special requirements, which need to be factored in to your arrangements.	
Ask your visitors what they would like to get out of the match: - What do they want to discuss? What do they want to learn? What would they like to see or whom would they like to meet? What are their expectations of fellow participants? Are there particular ground-rules that are important to them?	
Based on this information, prepare a draft agenda for the match, including background details of any individuals and/or organisations who may be presenting, but who are not visitors in the match. You may also wish to identify people/organisations to invite to dinner or to socialise with your guests outside the formal agenda.	

Activity	Tick Box
When putting together the agenda, allow some breathing space and reflection time between the end of the formal afternoon session and the evening meal.	
Confirm the agenda with participants and set out what has been agreed in terms of preparatory work by participants – hosts and visitors.	
Review the Match Summary Template and prepare an evaluation form for the match.	
During the match	
Check how participants feel at the end of the day on Monday. Are they happy with how things are going? Are there any issues arising which might have to be taken into account the following day or at the Network Meeting? Are there any matters that any of the participants want to discuss with you privately?	
Document/capture the main issues/ideas generated in the course of the match. This can be done by utilizing the Match Summary Template , which will also be the formal record of the match that will be placed on the IIMHL/IIDL website.	
Take some time to find out if/how participants would like to maintain the collaboration in future (e.g. collaborative papers, projects, research, peer review, evaluation) and to obtain agreement on widening out the collaboration.	
Circulate the evaluation form to participants to complete at the end of day Tuesday.	
After the match	
Contact all participants to thank them for their participation.	
Circulate the Match Summary Template, including any action points, to all participants for comment/approval.	
Submit the final Match Summary Template to erin@iimhl.com , by no later than October 15, 2019.	
Circulate the final Match Summary Template (with contact details and if previously agreed) to a wider network of relevant/interested individuals and organisations.	
Follow-up on action points promptly so that ongoing collaboration is assured.	