

# Meeting structure and agenda for M4EG Pathways launch event with local community

A launch event for your M4EG Pathways plan is an important step because it provides an opportunity to inform and engage the community about the plan, its objectives, and how they can get involved. It allows stakeholders to learn about the benefits of the plan, ask questions, and provide feedback. A well-organized launch event can help to build momentum and support for the plan, and create a sense of ownership and shared responsibility among community members.

Below is a proposed agenda and meeting structure for the launch event:

- I. Introduction
  - a. Welcome and Introductions
  - b. Purpose of the Meeting
  
- II. Overview of the M4EG Pathways plan
  - a. Presentation of M4EG structure, network and partnership
  - b. Explanation of the Plan – focused on local economic development and green transition
  - c. Goals and Objectives
  - d. Expected benefits to the community
  
- III. Steps in the Process
  - a. Explanation of the Planning Process
  - b. Timeline for plan development and implementation
  - c. Opportunities for Input and Feedback
  
- IV. Ways to Get Involved
  - a. Explanation of Opportunities for Involvement – at what stages, in what way, with what tools
  - b. How to Provide Feedback and Suggestions
  - c. How to Stay Informed about the Process
  
- V. Closing Remarks
  - a. Summary of Key Points

- b. Next Steps in the Planning Process
- c. Questions and Answers
- d. Thank You and Adjournment

Proposed list of attendees (not exhaustive nor mandatory):

1. Local government officials, such as the mayor, city council members, and county commissioners.
2. Representatives from the local chamber of commerce, business associations, and economic development organizations.
3. Local business owners, entrepreneurs, and industry leaders.
4. Community and neighborhood associations, including residents, property owners, and civic organizations.
5. Local non-profit organizations, such as social service agencies and advocacy groups.
6. Educational institutions, such as schools, colleges, and universities.
7. Local media representatives, including journalists, bloggers, and influencers.
8. Key stakeholders, including developers, investors, and contractors.
9. Other government agencies, such as transportation and infrastructure departments.
10. Representatives from neighbouring cities or counties who may have an interest in the M4EG Pathways plan.