

SPACER

Problem

How to run a meeting?

Difficulty

Easy to use

- **SPACER** is an acronym for information to present at the start of a meeting (see below).
- Using SPACER allows a meeting to stay focused, and prevents the meeting from getting detoured
 - by mistake (e.g., going down a rabbit hole); or
 - by intent (e.g., an attendee wants to hijack the meeting)

Planned meeting →

SPACER process

Info to present at the meeting →

1. Prepare the SPACER content before a meeting, see table below.
2. At the start of that meeting, review – and update as needed – the SPACER content with the team.
 - Optionally, but recommended: allow team to negotiate the code of conduct
3. Continue the meeting, staying focused on the meeting agenda.

	Addresses
S Safety	What to do in an emergency?
P Purpose	Why are we having the meeting?
A Agenda	What will we do during the meeting?
C Conduct	How will we act during the meeting?
E Expectations	What will be the result of the meeting?
R Roles & Responsibilities	Who will do what?

SPACER – Example

Opening statement at the beginning of a meeting:

Thank you for coming to today's 6in6 meeting.

S	Safety	If the fire alarm goes off, the closest emergency exit is out the door and to the right about 50 feet. There a staircase down to an outside door and the rally point is clearly indicated. Note that the rest rooms are to the left when leaving this room, about 30 feet away.
P	Purpose	Today's meeting is to discuss how to get more people aware of the 6in6 presentations that are on the web.
A	Agenda	Here is our agenda, which was included in the meeting invite: (* Discuss the brainstormed ideas from the last meeting. (* Prioritize the ideas based on cost and impact. (* Discuss ways to implement the top two ideas.
C	Conduct	I'd like to propose the following meeting rules: (* Listen to each other with respect (* No cell phones or pagers (* "Vegas Rules" -- what occurs during the meeting stays in the meeting Are these acceptable? What else should we add?
E	Expectations	The expectation is that at the end of the meeting we have draft implementation plans. These plans will be firmed up then reviewed by finance to determine implementation costs, and reviewed by a focus group to determine likelihood of success.
R	Roles & Responsibilities	Alice will moderate the overall meeting. Bob will lead the discussion of the brainstormed ideas and their prioritization. Charles will lead the implementation discussion. After the meeting, Diane will take the information produced and firm it up; hence, the meeting -- which might take up to 2 hours -- is not over until Diane is satisfied with the information produced.

Are there any questions before we begin?

SPACER – Notes

Slide 1

1. Using SPACER helps to set the stage for any meeting.
2. if someone does tries to hijack your meeting, you need only indicate that off-topic ideas are not part of the present meeting and can be discussed later.

Slide 2

1. Knowing the meeting expectations allows the meeting participants to know where to focus their efforts.
2. It is useful to have a threshold to know when the meeting has achieved it's goal. In this example, the meeting is not over until Diane is satisfied (or time runs out).