

(Index)

- # (Twitter hashtags), 17, 18, 38
- ActivPassport, 22
- Ad hoc meetings, 16, 35, 44, 52, 66, 149, 164
- Agendas, 55–59
- All-hands meetings, 70, 71
- Alternatives to meetings, 202–204
- Annual meetings, 176–178
- AOL, 163
- Apps, 14, 76
- Attendees, responsibilities
 - of, 3, 5, 6, 81, 91, 124, 125, 127, 135, 136, 201
- Audacity, 109
- Audience feedback, 17–19
- Audience response
 - technology, 19, 20
- Audio. *See also*
 - Microphones
 - podcasts, 20
 - in PowerPoint presentations, 97, 107–109
 - problems with, 18, 180–184
- Ball, Corbin, 11
- Basecamp, 16, 139
- Big meetings
 - annual meetings, 176–178
 - attendee SRDs, 183, 184, 189
 - audio issues, 180–184
 - company retreats, 176, 177
 - conventions, 176
 - distractions, 184–189
 - emcee SRDs, 198–200
 - emcees, 194–200
 - guest speakers, 190–192
 - introductions, 192–195
 - organizer SRDs, 179, 180, 182, 188, 190–192, 194, 197, 198
 - planning for, 170–176
 - problems with, 169, 170
 - professional planners, 173–175
 - speaker SRDs, 182, 183, 189, 192, 194, 195
 - teambuilding, 176, 177

- Big Stock, 107
- Body language, 110, 114, 115, 164
- Boone, Mary, 171–173
- Bore No More!, 3, 5, 7, 40, 62, 77, 81, 99, 107, 123, 127, 133, 210
- Boring meetings, attendee SRDs for, 206–209
- Brainstorming meetings
 - attendee SRDs, 144, 145
 - facilitator SRDs, 142–144
 - getting out of, 145
 - goals of, 141
 - problems with, 140–142
- Canterucci, Jim, 137
- Cell phones. *See* Mobile devices
- Certified Meeting Planner (CMP), 174
- Change Project Management: The Next Step* (Canterucci), 137
- Collaboration space, 85, 87, 88, 101
- Company retreats, 176, 177
- Conference calls
 - attendee SRDs, 151, 152
 - facilitator SRDs, 149–151
 - getting out of, 152, 153
 - problems with, 145–149
- Conference centers, 22, 86, 188
- Conference rooms, 84–91
- Conventions, 14, 17, 18, 21, 174, 176. *See also* Big meetings
- Cost of meetings, 76
- Curry, Chris, 169
- “Dave Grady conference call,” 148
- Déjà meetings
 - attendee SRDs, 134, 135
 - facilitator SRDs, 135, 136
 - problems with, 132–134
- Distractions, 184–189
- Document sharing, 15, 16, 21
- Doodle.com, 65
- Dupler, Brandon, 86, 87, 90
- Dupler Office, 86, 90
- Emcees, 194–200
- Eye contact, 95, 101, 110, 114, 115, 165
- Facebook, 12, 27–29, 39
- Follow-up
 - attendee SRDs, 62, 63
 - facilitator SRDs, 60, 61
 - getting out of meetings with no follow-up, 63
 - problems with, 59, 60
- “Four Elements of Strategic Value” (Boone), 172, 173
- Friday meetings, 181
- Geopositioning, 22

- “Get In, Get It Done, and Get Out” meetings, 6, 13, 149, 202
- Getting out of meetings
 - alternatives to meetings, 202–204
 - brainstorming meetings, 145
 - conference calls, 152.153
 - online/virtual meetings, 162, 163
 - project and update meetings, 140
 - sales team meetings, 157
 - standard office meetings, 55, 58, 63, 65, 68, 72, 73, 79, 83, 91
- Getty images, 107
- Gitomer, Jeffrey, 155
- Goals of meeting, 50–53
- Godin, Seth, 21
- Google Docs, 16
- GoToMeeting, 16
- Guest speakers, 190–195

- Handouts, 15, 101, 109
- Hashtags (#), 17, 18, 38
- Henson, Mark, 85–87, 90
- How to Win Friends and Influence People* (Carnegie), 131
- Humor, use of, 104, 107, 113, 114, 116, 197, 207

- International Society of Special Events, 174
- Introductions, speakers, 192–195
- iPad, 15, 21
- iStock photo, 107

- @JonPetz, 17, 18

- LinkedIn, 38, 39
- Location for meetings, 52, 84–91
- Lost productivity, 49–51, 210

- Master of ceremonies, 194–200
- McKinley, Mike, 188
- Meeting Mng'r Pro, 20, 21
- Meeting Professionals International, 174
- Meeting styles
 - “open house,” 26–30
 - “Pass the Buck,” 30–33, 139
 - “Stand It Up,” 33–36
 - “Triple T,” 36–40, 142
- Meetings, determining need for, 202–204
- Meetings, types of, 202, 203
- Microphones, 90, 91, 115, 116, 180–184, 186, 198, 199
- Microsoft Office Live Workspace, 16
- Microsoft Project, 139
- Minutes, 60, 61, 78

- Mobile applications
 - collaboration, 15
 - cost of meetings, 76
 - games, 208
 - Meeting Mngr Pro, 20, 21
 - meetingapps.com, 14
 - SMS polling, 19, 20
 - and technology, 14, 15
 - voice recorder/voice memo, 44
- Mobile devices, 9, 10, 15, 19, 20, 135, 144, 184, 189, 206, 208. *See also* Texting; Twitter
- National Association of Catering Executives, 174
- National Speakers Association, 191
- Never-ending meetings
 - attendee SRDs, 126–129
 - facilitator SRDs, 129–132
 - problems with, 123–126
 - reasons for, 124
- Nicodemus, Wendy, 12, 13
- Noise. *See* Distractions
- Office meetings. *See* Standard office meetings
- Online collaboration, 15, 16
- Online/virtual meetings
 - attendee SRDs, 161, 162
 - facilitator SRDs, 160, 161
 - getting out of, 162, 163
 - problems with, 158, 159
 - technology, 16, 159
- Overinviting to meetings, 69–73, 159
- Pacetta, Frank, 30
- “Parking lot” items, 81, 82, 128
- “Pass the Buck” meetings, 30–33, 139
- “Pass the pad,” 77, 78, 128
- “Pass the Remote,” 209
- Pauses in speaking, 112, 113, 116, 117
- Personal Brilliance* (Canterucci), 137
- Planning. *See also* Preparation for meetings
 - big meetings, 170–176
 - conference calls, 145
 - importance of, 51–53
 - software, 14, 65
- Podcasts, 20
- Poll Everywhere, 19
- PowerPoint
 - abuse of, 97–99
 - audience response technology, 19
 - and boring meetings, 1, 105
 - emotions, tying data to, 105–107
 - font style and size, 119, 120
 - graphics, use of, 120–122

- presenter SRDs, 99–102, 108, 109, 119, 120, 122
- and technology, 13, 19
- unreadable slides, 117, 118
- Preparation for meetings.
 - See also* Planning
 - attendee responsibilities, 135, 136
 - attendee SRDs, 54
 - facilitator SRDs, 53, 54
 - getting of unprepared meetings, 55
 - and meeting follow-up, 59
 - and never-ending meetings, 124
 - online/virtual meetings, 160
 - problems with, 50–53
- Presentations
 - “cutesy” moving graphics, 121, 122
 - engaging the audience, 93–96
 - monotone speeches and movements, 109–115
 - PowerPoint. *See* PowerPoint
 - presenter SRDs, 99–102, 104, 105, 108, 109, 115–117, 119, 120, 122
 - and public speaking, 95, 96
 - “um and aah,” 102–105
- Professional Convention Management Association, 174
- Professional planners (event and meeting planners), 4, 170, 173–175
- Project and update meetings
 - attendee SRDs, 139, 140
 - facilitator SRDs, 138, 139
 - getting out of, 140
 - problems with, 136–138
- Promptster, 21
- Purpose of meeting, 50–53
- Reynolds, Carr, 107
- RSS (Real Simple Syndication), 20
- “Run and drag” technique, 111, 112
- Sales team meetings
 - attendee SRDs, 157
 - facilitator SRDs, 155–157
 - getting out of, 157
 - problems with, 153–155
- Scattered showers meetings.
 - See* Brainstorming meetings
- Scheduling, 63–65
- SharePoint, 139
- Sherpa Solutions, 22
- Six Degrees of Suckification, 159, 160, 164

- Skype, 163
- SMS. *See* Texting
- SMSPoll, 19
- Snyder, Don, 46
- Social media, 12. *See also*
 - Facebook; Twitter
- Social time, 77, 78
- Software, 14, 65. *See also*
 - Mobile applications
- Sparkspace, 85, 86, 90
- Speed meetings
 - “I Gotta Use It,” 46–48
 - “Step it Up,” 28, 43–46, 138
 - “Two ’n Out,” 26, 28, 40–43, 47, 138
 - “Stand It Up” meetings, 33–36
- Standard office meetings
 - ad hoc meetings, 16, 35, 44, 52, 66, 149, 164
 - agenda, 55–59
 - attendee SRDs, 54, 55, 58, 62, 63, 65, 67, 68, 72, 79, 82, 83, 90, 91
 - facilitator SRDs, 53, 54, 56, 57, 60, 61, 64, 65, 67, 70–72, 77–79, 82, 87–89
 - follow-up, 59–63
 - getting out of, 55, 58, 63, 65, 68, 72, 73, 79, 83, 91
 - late starts, 73–79
 - location of, 84–91
 - overinvitation, 69–73
 - preparation, 50–54
 - scheduling, 63–65
 - tangents, 80–83
 - timing of meetings, 66–68
- Starting late, 73–80
- “Step It Up” meetings, 28, 43–46, 138
- Stories, use of, 95, 113, 115
- Suckification Reduction
 - Devices (SRDs)
 - about, 5
 - use of, xii, 7
- SurveyMonkey, 38
- Tangents
 - attendee SRDs, 82
 - controlling, 57
 - facilitator SRDs, 82
 - getting out of meetings
 - sidelined by, 83
 - problems with, 80, 81
 - Teambuilding, 176, 177
 - Technology. *See also* Mobile applications
 - examples of, 15–22
 - online/virtual meetings, 158
 - software, 14, 65
 - use of, 10–14, 22, 23
 - and videoconferencing, 163
- Telepresence, 21, 22
- Teleprompters, 21, 189
- Texting, 10, 15, 19, 20, 36, 37
- 37Signals, 16
- Timing of meetings, 66–68

- Toastmasters, 117
- “Triple T” meetings, 36–40, 142
- Turning Technologies, 19
- Twitter, 12, 17–20, 37–39
- “Two ’n Out” meetings, 26, 28, 40–43, 47, 138
- Video
 - in PowerPoint presentations, 107, 108, 121
 - web meetings, 16
 - YouTube, 20, 113, 148
- Videoconferencing
 - attendee SRDs, 165, 166
 - facilitator SRDs, 164, 165
 - problems with, 163, 164 and technology, 11, 21, 22, 26
 - YouTube as alternative to, 20
- Web meetings, 16, 159. *See also* Online/virtual meetings.
- Web sites
 - BoreNoMore.com, 7, 210
 - BoringMeetingsSuck.com, 76, 89, 148, 207, 211
 - Doodle, 65
 - DuplerOffice.com, 90
 - eibtm.com, 22
 - Gitomer.com, 155
 - meeting planning tools, 65, 174–176
 - meetingapps.com, 14
 - NSASpeaker.org, 191
 - for photos/images, 107, 108
 - PresentationZen.com, 107
 - professional meeting planners and planning, 174–176
 - Sparkspace.com, 90
 - Toastmasters.org, 117
 - WebEx, 16
 - Webinars, 29. *See also* Online/virtual meetings
 - Well-run meetings, 3, 4
 - Wi-Fi, 15
 - Wikis, 21, 27–29
 - Worldwide Technology Watch (WWTW), 22
 - Yahoo!, 163
 - YouTube, 20, 113, 148

You have the book...now play the game.

The Mem-Cards go together perfectly with the book to reinforce productive meeting habits and can be taken right into your next meeting.

Use them to:

- Determine the best *Suckification Reduction Device* (SRD) for the meeting you are currently in
- Find new ways to get out of the meeting when needed
- Create fun things to do if you are trapped



Available at www.BoringMeetingsSuck.com

<http://www.pbookshop.com>

<http://www.pbookshop.com>