

Checklist for follow-up work after Dialogue Conference (DK)

Task	Detail	Notes	Responsibility	Deadline
<p>Write up minutes</p> <p><i>Advice and good ideas from the conference</i></p> <p><i>Data sheet for the evaluations</i></p>	<ul style="list-style-type: none"> ➤ Edit slides and put these in order, together with the lists of good ideas and advices from all the groups ➤ Get hold of the good stories from those who told them and help write these up in a simple and lively way ➤ Sum up the evaluations 			
<p>Follow-up meeting with the ressource group who helped plan and run the conference</p>	<ul style="list-style-type: none"> ➤ Evaluation of dialogue conference ➤ Agree what was most important from the conference ➤ Go through evaluations ➤ Summarise the conference findings for the project steering group ➤ After agreement from the steering group, send the summary to all participants at the conference + possibly put summary on the home page. 			
<p>Reimbursement of Expenses</p>	<ul style="list-style-type: none"> ➤ Establish an appropriate system for reimbursement of expenses for relevant people and user representatives 			