IS THIS MEETING ESSENTIAL?

- NO
  - WILL THIS MEETING HAVE MORE THAN 250 ATTENDEES?
    - NO
      - FOR LESS THAN 10 PEOPLE, WILL THERE BE ANY HIGHER RISK ATTENDEES?
        - NO
          - HAVE MEETING
            - Use Meeting Best Practices
        - YES
          - MODIFY MEETING USING TECHNOLOGY
    - YES
      - POSTPONE OR CANCEL MEETING
- YES
  - WILL THIS MEETING HAVE MORE THAN 250 ATTENDEES?
    - NO
      - FOR LESS THAN 250 PEOPLE, WILL THERE BE ANY HIGHER RISK ATTENDEES?
        - NO
          - HAVE MEETING
            - Use Meeting Best Practices
        - YES
          - MODIFY MEETING USING TECHNOLOGY
    - YES
      - POSTPONE OR CANCEL MEETING

Does venue allow for social distancing of at least 6 feet per person?

- NO
  - HAVE MEETING
    - Use Meeting Best Practices
- YES
  - MODIFY MEETING USING TECHNOLOGY

IS THIS MEETING ESSENTIAL?