

## IGE Workshop “How To”

1. **Define the issue.** This can be done in a variety of ways to include a call for papers, word of mouth, questionnaire to members, and *especially* visiting your local government partners (on behalf of SAME and not your business) to find out what their biggest issues are. Many uniformed personnel have expressed this approach as being effective in sparking their interest in SAME as an organization.
2. **Invite the stakeholders.** Determine the participants by figuring out who is affected by the issue, what offices or entities manage the governance around the issue, and ensure you have people from both sides of the issue.
3. **Notify SAME National.** We want to know what your issue is and when you are conducting your workshop. We may be able to send a representative from the National Leadership. We can assist you with questions you may have. Add your event to the National Calendar. Other Posts or agencies may be experiencing the same issue!
4. **Set the Stage.** Ensure you have put enough thought into logistics. Will you have a roundtable discussion? Will you have a panel and a moderator? Is the date and location convenient for all involved? Who is taking notes and who can write a summary to be shared with the SAME membership and with agency leaders? Can somebody take a few pictures to share with National?
5. **Follow-up.** Send results to SAME National. Is there any follow-up required to resolve the issue or bring it to somebody else’s attention? Does SAME need to form a national-level Industry-Government Working Group (IGWG) on the issue? Follow-up white papers will be shared with National Leadership, to include Service Chiefs who are counting on IGE Workshops to gain perspective from the field.

Check the IGE Web Page for more information and AARs held by other Posts: [www.same.org/ige](http://www.same.org/ige).

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