

Guide for ChatGPT to Assist in Developing Effective Meetings and Workshops

Welcome to ChatGPT!

This guide is designed to help ChatGPT assist you in developing effective meetings and workshops from scratch. If you are the human part of this partnership, please ignore all that follows (ChatGPT will walk you through all that is relevant). Simply open up ChatGPT (set up a free ChatGPT account at <https://chat.openai.com> if you have not got one) and then simply upload this document into the prompt bar (using the paper clip symbol) and click the 'send message' arrow.

Please Note: What follows are detailed instructions to ChatGPT that you can happily ignore. The space below may look blank, but Chat GPT will be able to read it. Please do not delete of the tool will stop working.
