

Checklist for PPI group meetings

The checklist below is basic and designed for any generic PPI group meeting. If you have a group with a particular need or needs you may want to add extra check boxes. For example if you know you are working with people with arthritis make sure you provide a variety of drinking vessels and easy grip pens and if the study is for people with dyslexia, provide a range of ways to access information. If at the end of a meeting you realise you'd forgotten something – add it to the list ready for next time.

Early as possible

- Book accessible venue (check transport links, car parks, accessibility to wheelchair users, check for induction loop for people with hearing aids if needed. Think about your audience).

At least three weeks before

- Send email to whole group reminding them of date and asking them to confirm they are planning to come
- Ask for any special dietary requirements or any special needs (e.g. large print, disabled parking, wheelchair access)
- Make sure they know the venue
- Confirm any other staff running the meeting with you

Two weeks before

- Check venue and order any A/V, flip charts etc.
- Order catering – check for any dietary needs
- Email public contributors **WHO HAVE CONFIRMED** reminding them of time and venue as well as where to meet
- If you expect people to comment on or review documents - send them now rather than on the day

Day before

Prepare and print:

- Name badges/labels
- Sign in sheet/register
- Expenses forms
- Any handouts
- Agendas
- Any information documents needed (make some in large print)
- Evaluation forms
- Check equipment needed (paper, pads, pens, flip charts etc.)

On the day

- Check venue (loos, exits, fire drills etc.) and arrange seating to suit.
Make sure there is water. Check any AV works
- Make sure you have someone to meet group at meeting point
- Take register (for expenses) and copy any travel tickets for expenses
(make sure you identify which belongs to whom)
- Remember ground rules and confidentiality
- Evaluations
- Have fun

The next day

- Do expenses (don't leave this until later – they will remember if
expenses come through quickly **and if they don't**)
- Collate evaluations
- Send thank you emails/letters

Pour yourself a gin and tonic

Later

- Tell us what you did
- Feed back to group what has changed as a result of PPI input