**Planning inclusive meetings – timescales and tips**

**Shaping Our Lives, 2023**

**4 weeks before**

* Ask participants for agenda items. Make sure service user items aren't just tagged onto the end of the agenda.
* Check the access requirements for service users and make any necessary access arrangements.
* Send an email reminder and meeting invitation (both are required as many service users do not have or use an Outlook calendar).
* Request confirmation of attendance.

**2 weeks before**

* Send the confirmed agenda with any other papers to be reviewed.
* Ensure papers are in accessible formats.
* Add the venue details to the agenda (remote or address if in person), and travel information.

**On the day**

* Ensure you have agreed a Chair and a timekeeper. For remote meetings, have a visual Chair to spot people who wish to speak.
* Decide on who will take notes and/or agree recording the meeting.
* Avoid using chat unless it is required for access.
* Begin the meeting with introductions and read the ground rules.
* Encourage each person in the meeting to comment.
* Summarise before moving on to the next agenda item.
* Allow time for comments at the end.
* Ask people how they found the meeting

**Afterwards**

* As soon as possible, send service users an involvement claim form and an expense form.
* Within two weeks, send meeting notes to all attendees and those who sent apologies.
* If possible, include the date of the next meeting.