

Disability Resource Hub Disclaimer

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Meeting checklist



The room is set up in the way that the person wants it, or in a way that reflects the person (music, pictures, favourite things). We have thought about how to make sure the environment is welcoming and promotes conversation.



There is food and drink of the person's choosing.



Important people in the person's life have been invited or supported to contribute in a way that works for them.



Other services that are involved in the person's life have been invited to participate or contribute, even if this is by sending information along beforehand.



The people invited to the meeting have been given enough information to contribute equally to the process eg. They are clear about why they have been invited, they have an agenda or list of topics that will be discussed. If they can't attend the meeting, they have been able to contribute in another way.



We know topics that the person wants to cover, and any areas of their life that they don't want discussed in this meeting – they may be health and safety issues that need discussing, but would be more respectful to cover with the specific people who need to be involved, rather than everyone.



We are clear about how ensure the person is at the centre of the meeting, and how to support the person to be as involved as possible.



Strategies have been put into place to support the person's communication through the meeting.



The person facilitating the meeting is someone who does not need to contribute a lot of information (it is very difficult to be an effective facilitator if you have important information to contribute to the meeting, and have strong opinions about what needs to happen in the meeting).



Clear ground rules are discussed and displayed so everyone knows what is acceptable and what is not within the meeting.

