

## **GENERAL GUIDANCE FOR MEETINGS**

### **Please try to arrive on time**

We ask that everyone attending meetings, whether in person or online, try to arrive on time. Introductions and important background information will be shared at the beginning of meetings and so it is helpful to the discussion if everyone hears it. If you know in advance that you will be late for a meeting you are attending, please let us know. Or if you are running late without prior warning, please try to email or telephone us on 01865 289291 if you can so that we can continue with the meeting swiftly.

### **It's okay to ask questions and make mistakes**

Every question is a good question – if one person is asking it, they need to know the answer and probably others in the meeting do too.

### **Confidentiality**

To enable members to share their thoughts and experiences openly, we request that personal information is not shared outside of the meeting. We understand that sometimes members may need to join online meetings when they are not alone in the room. In such situations, please use headphones to maintain confidentiality if you are able to, and be aware of the information you are sharing when you speak.

### **It's okay to leave the meeting if you need**

Members can leave the meeting for personal reasons or answer emergency calls, but please stay focused on the meeting otherwise.

### **Respect each other**

Be kind and respectful. Members can challenge each other's ideas in a friendly and supportive way. However, please do not judge or criticise anyone for their different opinions or ideas.

### **Everyone is equal**

Everyone needs to feel equally valued so they can take part. Everyone's ideas and contributions are equally valid.

### **Speak one at a time and listen well**

Everyone should take turns to speak and give the person speaking their full focus and attention. The meeting Chair will make sure that everybody has the chance to speak. During online Teams meetings please use the 'Chat' and 'Raise your hand' tools if you can to let the people chairing the meeting know you would like to speak.

### **Plain speaking**

The researchers will try to avoid acronyms or jargon during meetings, and will provide explanations in plain language as needed. We will check people understand the discussion so that they can participate fully.

### **Try to stay on topic**

There is always a lot to cover in meetings, so trying to stay on topic is important. If anyone thinks the Chair is letting things go off topic, they are encouraged to respectfully let them know.

## **SPECIFIC GUIDANCE FOR ONLINE MEETINGS**

### **Camera and sound**

If you are able to, please keep cameras on during online meetings to help ease the conversation and help us connect with each other. Please mute your microphone when you are not talking or having a conversation.

## **SPECIFIC GUIDANCE FOR IN-PERSON MEETINGS**

### **Venue accessibility**

We will try to ensure the meeting rooms are accessible for people with physical or sensory impairments, and those using a wheelchair, or pushing a walker or buggy with disabled toilets nearby. Please let us know of any access requirements in advance of the meetings.

We will provide the venue address and a map, plus any other details to make it easy to find including clear signs directing members to the meeting. A contact phone number will also be provided in case of last-minute difficulties.

### **Transport**

Disabled parking needs to be nearby and reserved for the meeting. The venue should be accessible by public transport especially in Oxford or other busy towns with limited parking. If parking permits are required, we will let people know in advance and support them on the day. There are 3 disabled spaces available at the Radcliffe Primary Care Building.

We will try to let members know of any road closures near the meeting that may affect their journey when providing meeting documents.

Meetings may be held in offsite venues in local communities as well as at the University. If this happens, we will provide members with as much information about the venue and transport links as possible.

We will arrange and pay for a taxi for those who are unable to use public transport.

### **Catering**

We will offer tea and coffee on arrival, and in the break, and allow time for this in the agenda.

We will cater for a range of diets (e.g. vegan, Halal, vegetarian, gluten free, allergies etc.) and ask everyone to let us know their preferences or requirements in advance.

### **Expenses**

We will make sure that travel expenses and payment forms are emailed promptly to the group and that hard copy forms are also available on the day of the meeting.

We strongly encourage all group members to claim for their time and expenses.

### **Timings**

Long meetings can be tiring, especially if members have a disability that makes sitting or concentrating difficult for long periods. All meetings will therefore include planned breaks.

Evening or weekend meetings may sometimes be more appropriate to accommodate shift workers, working age and young adult participants and parents.

Meetings need to end on time as people may need to resume caring responsibilities, catch buses etc.

### **Papers – language and jargon**

We will share the agenda for the meeting ahead of time and ensure that it is jargon free.

We will give plenty of notice of meetings

We will bring copies of any paperwork sent to the attendees and not assume that they have been able to print them out at home.

### **Supporting contributors**

Fully involving those with a disability, or long-term condition, needs thought and planning ahead and we will make every effort to arrange with the person (or their carer or support worker) for any support they will need for the meeting.