**example – communicating before a meeting**

To start off well, here’s a template to help team members prepare for a meeting. Knowing what to expect is helpful for everyone, especially people who have experienced trauma, neurodivergent people, new team members and people new
to research.

|  |  |
| --- | --- |
|  | **Tip:** Aim for personal emails instead of a depersonalised group email.  |

#### subject line: what to expect and how to prepare

Hi [X],

I/we’re looking forward to our meeting on [date].

This email [or 1-min video if you’d prefer[[1]](#footnote-1)] is about what to expect from the session and how to prepare. Can’t make it? Let us know so we can find another way for you to take part.

If you’d like to talk about the project, the meeting, any accessibility needs or just to say hi, contact me by email or call/text on [XXXX].

#### What to expect from the session

Agenda attached. We’re aiming to [X] and [X] in this session. So, we’ll start by saying hi and agreeing on what we’re doing together. Then, we’ll start exploring [XX] and [XX].

Please know:

* you’ll have time to contribute after the session
* you’ll have choices about how you take part

#### What we’re not doing in the first session

We’re not:

* coming up with solutions straight away
* speaking on behalf of people/groups we're not a part of
* having to tell our stories of trauma or disclose personal things about ourselves
* debating if consumers should be involved in research (instead, let's talk about how consumers can be involved)

#### How to prepare

Using the [activity/template/video etc.] [add instructions here.] Let us know by [date] if you’d like a copy mailed to you or the [X] in another format.

Warmly,

1. your video doesn’t have to be fancy – you might use your phone, Loom, Zoom or something else [↑](#footnote-ref-1)