Procedures to Promote Partnership and Participation

Before the Meeting		At the Meeting		After the Meeting	
Facilitator	Advisory Board	Facilitator	Advisory Board	Facilitator	Advisory Board
• Documents use large print and readable font. • Information is written in plain language. Definitions are given for words people may not know. • Information includes pictures with the words. • Give advisory board members information 1 week before the meeting • Get feedback from advisory board members about the information.	• Read the information. • Check my schedule to be sure I can attend the meeting. • Think of ideas I want to share at the meeting. • Take the before-meeting survey. • Email or call the facilitators if I need help.	• CART Transcription option. • The meeting follows an agenda. • Take a break to ask questions every five minutes. • After talking about one topic, the group waits for two minutes before starting a new topic. • Everyone gets a turn to talk if they "raise their hand". • We will take short breaks every 45 minutes.	• Share my ideas. • "Raise my hand" if I have a question or want to talk. • Listen to what other people say.	• Email everyone a plain language summary of the meeting • Send an email to remind advisory board members of their to-do list. • Give a link to the audio recording of the meeting. • Get feedback from advisory board members about the meeting.	• Read the summary of the meeting. • Put the date of the next meeting in my calendar. • Take the after-meeting survey. • Email or call the facilitator if I have other questions or ideas I didn't share at the meeting.

Individualized Support: Follow upon on before-meeting survey and offer support if main ideas were not understood or questions/concerns listed on the before-meeting survey.