

Briefing Notes for Meeting Chair

Topic	Tips
Welcome	<ul style="list-style-type: none"> • Set the tone by being friendly and approachable • Try not to be too formal • Everyone should share their name and role, including support people • Depending on the amount of people ice breakers can help people feel comfortable
Information about venue	<ul style="list-style-type: none"> • Share useful accessibility information about the room and the venue • If you have several wheelchair users present and there is only one accessible toilet, extra time may be needed for breaks. • Make sure instructions for emergency evacuation include information for disabled people.
Accessibility Requirements	<ul style="list-style-type: none"> • Explain the accessibility support that is available. For, example interpretation or captioning.

	<ul style="list-style-type: none"> • Ask about accessibility requirements. This information should have been gathered and shared with you before the meeting. You can double check in case anything was missed.
<p>Remind everyone about language</p>	<ul style="list-style-type: none"> • Everyone should use everyday language with no jargon. • If jargon has to be used make sure it is explained well. Double check that everyone understands. • Everyone should try to speak clearly and slowly. • Explain you will be keeping an eye on language accessibility and you will remind people if needed. Encourage everyone to do the same.
<p>Review the agenda</p>	<ul style="list-style-type: none"> • Explain the main goals for the meeting. • Go through each agenda item, who is responsible, and how long there is for each item. Knowing timings is useful for a chairperson to keep control of the meeting. • Explain that side conversations and ideas are important and will be

	<p>collected, but you will be making sure the meeting follows the agenda.</p> <ul style="list-style-type: none"> • Following the agenda is important as people may have prepared comments and questions for certain items in advance. • Explain how asking questions will work. For example, have questions been sent in advance? Can people jump in with questions? Is there a time for questions and comments as part of each agenda item? • Sum up each comment or question that is raised so that everyone can follow what is being said. • It is helpful for the chairperson to sum up key points and actions before moving on to the next agenda item
<p>Control the timing</p>	<ul style="list-style-type: none"> • Everyone needs breaks in long meetings. • Some people may rely on medication, food or support needs at certain times, so meetings that run over can cause distress. • Check the arrangements for making a meeting longer and always ask

	<p>participants if the meeting runs over if they're happy to continue.</p> <ul style="list-style-type: none"> • Do not be afraid to cut the meeting off. Encourage everyone to have their say. • Everyone needs to be given the opportunity to take part and sometimes this takes longer than expected. • Some people may take over the conversation, others may need to be asked directly to feel comfortable to speak out. It is the chairperson's role to manage this. • Check who looks like they have notes prepared in advance to share and who has not had a chance to speak.
<p>Make sure good support is happening</p>	<ul style="list-style-type: none"> • Support people should be respectful and should not take part in the meeting themselves. • Support people may speak if the person they are supporting asks them to clarify a point or explain something. • Some examples of bad support are: <ul style="list-style-type: none"> - telling people what to say

	<ul style="list-style-type: none"> - speaking for the people they are supporting or interrupting them - not paying attention to the meeting - asking closed or leading questions, for example, “You agree with this point don’t you?” <ul style="list-style-type: none"> • If you think bad support is happening, wait until the break and address it.
Wrapping Up	<ul style="list-style-type: none"> • Always give people an option for sharing ideas or comments at a later point in case someone has not had a chance to speak or thinks of something to add after the meeting. Provide a contact and deadline for this. • Explain the next steps and how meeting notes and actions will be shared and organised. • Make sure everyone is aware of expense claim procedures. • Ask for feedback on how well the meeting went, and what could be improved.