

Planning an engagement event

10 top tips



EMAHSN top tips for patient and public involvement

Top tips

- 1 Understand the desired outcomes for the event and agree budget.
- 2 Understand your audience – stakeholder mapping, who and how to invite attendees and raise awareness.
- 3 Co-ordinate diary dates – availability of those from the organisation who need to attend, key presenters, facilitators, identify suitable date for the event.
- 4 Develop and launch a registration process - identify timings to send invites and reminders.
- 5 Email promotion around 'Save the date'- to be sent to the required attendees along with the registration form and agenda.
- 6 Source venue, check disability access, hearing loop, Wi-Fi, parking, if a public event, public transport.
- 7 Confirm the audio visual capabilities of the venue and book additional resources if required.
- 8 Plan the event activity – presentations/workshop activities.
- 9 Staffing the event- produce the necessary staff briefings and roles and responsibilities checklist.
- 10 Evaluation and debrief- Highlight key findings, suggestions for the future events.

Contact details:

Andrea Clark Senior Consultation and Engagement Lead, Arden and GEM Commissioning Support Unit andrea.clark@ardengemcsu.nhs.uk

Ajeay Sharma Engagement and Consultation Manager, Arden and GEM Commissioning Support Unit ajeay.sharma@ardengemcsu.nhs.uk

If you need help understanding this document please telephone us on **0115 823 1300** or email emahsn@nottingham.ac.uk

www.emahsn.org.uk