



How to involve us in Meetings – Young People’s Tips



Hold meetings when we can attend, in accessible venues



Give us information about who will be at the meeting



Make sure the meeting has a clear structure and stick to it



Create accessible agendas and notes for us



Talk one at a time and stick to the topic



Think about the language you use – try not to use jargon or acronyms and explain them if you do



Don't bring lots of things to the meeting for us to read there ('tabled' reports). Send information to us before.



Don't overwhelm us with information. Give us time to process what is being said or shared.



Ask us if we have something to say and give us enough time to say it. Listen to us and take what we say seriously.



We will decide what we share in meetings. Please respect this. If we share our information or experiences, please ask whether we want them recorded or kept confidential.