A Guide for Researchers:
Top Tips for a Successful Patient and Public Involvement Meeting

You have a Patient and Public Involvement (PPI) meeting in the diary and people have agreed to attend, but what next?

Members of our Patient and Public Research Advisory Group (PPRAG) have used their experiences of attending PPI meetings to develop this guide to help researchers when presenting at a PPRAG or other PPI meeting.

Before the meeting

Lay summary

- Provide a brief (not more than 1 page) lay summary about the project no less than 7 days before the meeting. This will be sent to the people who are planning to attend the meeting to give them an idea of what will be discussed. This can be the same lay summary you are using for your funding application (if applicable).

Presentation

- You don't have to present slides, but if you are going to, make sure they're created for the group, and not slides you have used for a different audience (e.g. medical professionals). Make them clear and not too dense with detail.

- PPI Group members are from a variety of backgrounds and are unlikely to have medical expertise in your field. It is therefore important that you present your research with that in mind. Avoid over complex technical diagrams and explain medical jargon or acronyms, if you have to use them. Avoid using large amounts of data and use visuals to explain the data instead (charts/graphs/images).

- Ensure the presentation is interesting and the message is clear:
  - What is the purpose of the research?
  - What are the benefits to patients, hospital, the NHS?
  - Who will conduct the research and where?
  - How will it be conducted – what will the research participants be required to do and how does this differ from their standard care (if applicable)?
  - How many patients do you seek to involve? How will you identify them?
  - Are there any risks/discomforts/potential side effects or benefits to patients?
  - Over what period will the research take place?
  - What funding are you applying for?
  - How are other professionals, disciplines or organisations involved?
  - What are your next steps?

- Think about what you want to get out of the meeting – are there certain questions or concerns you have about the project, if so add them to your presentation.

Virtual meetings

- If it's a virtual meeting, plan where you're going to join the meeting from. Online meetings and presentations are rarely without glitches. To minimise difficulties, choose a quiet room/office free from disturbance. Ideally wear headphones and test them before the meeting. The people on the meeting need to be sure that what they are saying is kept confidential, not heard by people around you.

<u>During the meeting</u>

- Ensure you have allocated time for the meeting, and you will not be disturbed or called away. People have made time in their schedules to meet with you about your research.
- Be prepared for questions and feedback, some you might expect and some you might not.
- Answer questions honestly. If you don't know the answer, say that.

<u>After the meeting</u>

- Be prepared to provide feedback on how the members comments have changed the research or if they haven't, why they haven't.
- Provide an update on your project – e.g. did you get the funding? Has the project started? What was the outcome?