**Pre-read**

[Name/title of the role or activity]

**Summary**

*[Include here]*

*A short teaser to encourage people to get involved. Briefly say what the consultation/activity is about. Keep it short as more details will be included below.*

**Agenda**

*[Include here if relevant]*

**Background information**

The team:

*[Include here]*

*You could include:*

* *A brief background of the team/group running the project.*
* *Names and roles of key individuals (keep it short).*

Confidentiality level:

*[Include here]*

*Is your project/consultation/activity confidential? Please specify.*

The project:

*[Include here]*

*A brief background of the project and its aims.*

*You could include:*

* *What’s the consultation about? Please include a few short paragraphs in plain language to explain what your consultation/session/activity is about.*
* *Background information on your project, the stage you are at, and any key information people need to know to fully participate in the meeting.*
* *Why you want to involve people affected by cancer? What impact will they have on your work? Why is patient involvement important?*
* *You may want to link to information on a webpage if there is additional background reading that people may find useful.*

**Preparation**

*[Include here]*

*Usually, pre-reads are designed to get people thinking of the wider themes of the topic ahead of the day. Please include up to three questions for people to think about in advance of the meeting.*

*Please clarify if the questions are simply to get people thinking about the topic, if they are the questions that will be asked on the day, or if you require written responses which you will collect on the day.*

Questions:

*[Include here]*

* *Xxx*
* *Xxx*
* *Xxx*

**Next steps**

*[Include here]*

*You could include:*

* *What are the next steps for the project? Are there any other key dates/meetings/consultations taking place?*
* *What will you do as a result of this consultation/meeting/ discussion?*
* *Will there be any particular outputs from this meeting?*
* *When will you be able to update people affected by cancer who have been involved? Where/how will they be updated?*

*Thank you: at the end of your pre-read, it’s important you take the time to thank people for getting involved and sharing their experience and thoughts with you.*