**Session plan**

[Name/title of the role or activity]

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| **Time** | **Question or topic** | **Facilitator or lead** | **Note-taker or support needed** |
| ~5 minutes | **Welcome and settle:**   * Welcome everyone online or in person * Make sure everyone feels at ease/comfortable * Check everyone has everything they need before the start of the session.   ***Aim: make people feel welcome and comfortable.*** |  |  |
| ~10-15 minutes (depending on the complexity of your project and how much information was included in the pre-read. The majority of the session should be spent hearing from people affected by cancer, not presenting.) | **Introduction:**   * Introduce yourself and the team (or other staff members present) * Housekeeping * Ways of working agreement (agree to disagree, listening and respecting others, etc.) * Brief summary of the project * Ask if attendees have any immediate questions or if anything needs to be clarified.   ***Aim: 1) Cover logistics and set agreements for working together on the day. 2) Summarise what the project is about.*** |  |  |
| ~10 minutes | **Ice breaker:**  In pairs discuss the following questions, then share your partners answers to the group.   * What’s your name? * How long have you been a patient representative? Why you chose to come today?   ***Aim: make people feel comfortable and learn a little bit about why everyone decided to join the meeting.*** |  |  |
| ~20-30 minutes (depending on the complexity of your project and of the questions you ask) | **Question/ theme/activity 1:**   * Prepare specific questions and prompts to keep the conversation going. Rephrase your questions if needed. * Check if anyone has anything to add before moving on to the next part. |  |  |
| ~10 minutes | **Break**  Ideally the break should be halfway through the session. Schedule in more breaks depending on the total length of your meeting. |  |  |
|  | **Question/ theme/activity 2:**   * Xxx * Xxx |  |  |
|  | **Question/ theme/activity 3:**   * Xxx * Xxx |  |  |
| ~5-10 minutes | **Conclusion and wrap up:**   * Thank people for their time and contributions * Clarify details and next steps for payment and reimbursement of expenses * Summary of your next steps * When, how, and where will attendees hear from you again for an update on your project?   ***Aim: make people feel listened to and valued. Provide key reflections and let them know what’s happening next.*** |  |  |