**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.***  |  |  |