**Induction Pack**

[Name/title of the role]

**Welcome message**

*[Include here]*

*Make the patient representatives/people affected by cancer/members of your advisory panel feel welcome, valued, and excited about this opportunity.*

**Summary of the role**

*[Include here]*

*Brief summary of the role and its length.*

*Feel free to re-use information from the role description. Include expectations you have of patient representatives and what they will be asked to do for the duration of their role.*

*As an Appendix, feel free to copy the role description for reference.*

**Contacts**

*[Include here]*

*Include key contacts, email address, phone number (if relevant) and roles. This will help patient representatives understand who to contact in case of any issues or questions about their role. It’s useful to specify who their main contact is.*

**Key information**

*[Include here]*

*Here, you should include key information about you and what you do. This could include information about:*

* *Your institution/organisation*
* *Your team/group you are part of*
* *Your research*
* *Stage of your research*
* *Any preliminary findings*
* *Next steps of your research project*
* *Your strategy (if relevant)*
* *Useful links and additional reading.*

*You can also ask your new or existing patient representatives what they would find most useful to see in this induction pack!*

**Payment**

*[Include here]*

*If your organisation/institution has a payment policy for involvement activities, please include it here.*

*Otherwise, please state whether payment will be offered and whether other expenses such as travel/ hotel/ subsistence will be paid.*

**Equal Opportunities and diversity**

*[Include here]*

*If your organisation/institution has a statement about Equality, Diversity and Inclusion (EDI) or similar, please include it here.*

**Glossary**

*[Include here]*

*You could include a glossary of key terms/acronyms and definitions here. This will act as a point of reference for your patient representatives.*