

UCI ICTS Community Engagement Studio Preparation Checklist

CES PREPARATION

- Schedule planning meeting with researcher, and CE Studio team (facilitator, community navigator and faculty member). Identify main themes for discussion guide.
- Identify community members for the expert panel that fit researcher's request.
- Provide orientation to community experts who have not previously participated in a CE Studio.
- Determine availability of all parties starting with the community experts. CE Studios are often held in the evenings and/or on the weekends to accommodate work schedules and other commitments.
- Secure a location that is convenient to the stakeholders who will be in attendance.
- Follow up with the researcher/research team to review the presentation for clear and concise language and images that will be easy for non-researchers to understand. Make recommendations for improvement if needed. Request the final version prior to the CE Studio.
- Confirm time and location with community experts and if necessary, mail or email any materials that need to be reviewed in advance
- Copy complete set of forms needed. Include any materials that will be reviewed by Experts, brochures, posters, etc.
- Arrange for food and drink to be on location.
- Buy gift cards for Experts (\$50 Amazon/Target) and Facilitator (\$200 Visa).
- Confirm AV set up at location (projector, laptop, HDMI cables, adaptors, WiFi).

THE MEETING

- Welcome and Dinner
- When the group is seated, the navigator or facilitator welcomes everyone and asks them to introduce themselves.
- Community Navigator sets the context by giving a brief overview of the purpose of the meeting and gives instructions on the forms provided to each participant (comment sheet, evaluation, paperwork needed to process payment).
- Facilitator explains ground rules
- Researcher makes brief presentation
- Experts have opportunity to ask researcher questions for clarification
- Facilitator keeps conversation on track, makes sure everyone's voice is heard.
- Community Navigator takes notes
- The facilitator reviews their responses and recommendations made during the discussion and the experts have the opportunity to provide additional feedback in writing.
- Paperwork: Ask both researchers and experts to complete written comments, evaluation surveys, Expert Bio Sheets, compensation disbursement.

ITEMS CHECKLIST

- Food, drinks, utensils, cups, plates, etc.
- Gift cards
- Forms
 - Expert Roster with contact Info
 - Expert compensation gift cards
 - Compensation Log for gift cards
 - Expert Comment Forms
 - Expert and Researcher Evaluation Forms
 - Community Expert Bios
 - Internal agenda for researcher/navigator
 - CE Experts Orientation Guides
 - Facilitators Discussion Guide
 - Photo Release Forms
- Materials
 - Markers
 - Name tags
 - Pens
 - Tape
 - Signs to direct to room
 - Notebook to take notes
- Translation equipment (if needed)
- Researcher's presentation on USB stick
- Laptop computer and projector
- Copies of researcher materials (brochures, consent forms, recruitment flyers, if applicable)