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)