

Opening the Community Engagement Studio

PRE-SESSION

Any last-minute issues to clear up?

Send experts in waiting room a note that we are waiting for others to join and the meeting will begin shortly.

Reminder of how the meeting will proceed:

- UCI ICTS will open and close the meeting. We will also record the meeting.
- Facilitator to start with ground rules
- Facilitator asks experts to introduce themselves (name, anything else of importance) then turn the conversation over to researcher for their presentation
- After the presentation, facilitator starts discussion
- Meeting ends 15-minutes early to allow experts to complete evaluation and comment forms
- Payments – UCI team will send compensation to experts once evaluation forms are completed
- After the meeting, stay on for a few minutes, if possible
- UCI team starts recording the studio as experts are admitted from waiting room

OPENING THE STUDIO

1. Thank you for coming to this Community Engagement Studio. We appreciate your time.
 - a. My name is Robynn Zender. Adrijana Gombosev and I work at UCI's Institute for Clinical and Translational Science and host CE Studios for research teams at UCI.
 - b. With us today is [Facilitator], who will be facilitating the studio. Shortly [Researcher] from UCI will go over a brief presentation on their research study, which aims to . . . After the presentation, [Facilitator] will start the discussion.
2. The purpose of the meeting is to give feedback and guidance to researchers. This meeting is NOT research and you are not being asked to participate in a research study. If, at the end of the meeting you would like to see if you may participate in the study, the researchers can share their contact information for you to be in touch after the meeting ends.
3. We are recording the meeting to ensure we capture what is discussed today. This recording is for note-taking purposes only and will be seen by only the UCI ICTS team.
4. At the end of the meeting, we have two short forms we will ask you to complete, so please ensure you complete these in order to receive your gift card.
5. Now I will turn it over to our facilitator, [Name], who will go over a few housekeeping items

CLOSE OUT

1. Payment options: confirm Amazon payment is okay – will be sent to their email address
2. Two short forms, please ensure you complete these in order to receive your Amazon gift card
 - a. Community Expert Evaluation: <add link>
 - b. Community Expert Comment Form: <add link>
 - c. Community Expert Bio (if anyone has not completed prior to the studio):
<https://ci-redcap.hs.uci.edu/surveys/?s=87MKRW7MN77TRDHH>
3. Thank you very much for your time.