

Initial meeting with the research team

Discussion points

- CE Studio is not research
- What a CE Studio is
- Introduction to research project (by research team)
- Role of CE Studio team
- Role of research team in CE Studio
- Role of community experts (compensation \$50 per meeting)
- Role of facilitator (compensation \$200 per meeting)
- Preferred times of days (often evenings)
- Length of meeting (1.5 hours virtual; 2 hours in-person with food)
- Recording of meeting for note taking purposes only
- Cost for CE Studio (if applicable)
- Number of studios

Checklist of items to decide

- Options for dates and times for studio
- In-person vs. virtual
- Who will present slide show
- Who experts should be
- Who will recruit experts
- Language(s) of the studio

Items to provide to research team post-studio

- PowerPoint template [annotated],
- Discussion Guide template [annotated],
- Budget template