

**Community Engagement Studio  
Discussion Outline  
<PI Name>  
<Date of CES>**

**Ground Rules**

1. Thank you for being here!
2. Introductions – CES staff, study staff, participants (experts)
  - You can include specific introduction prompts for experts e.g., why they are interested in participating, their lived in experience on topic, age of their child(ren)...
3. We ask for full participation. There is no right or wrong answer.
4. You do not have to agree with the views of other people in the group.
5. Only one person should speak at a time. There may be a temptation to jump in when someone is talking but please wait until they have finished their responses.
6. Please turn off your cell phones or put them on silent.
7. We ask for everyone to turn on your device camera, unless your connection becomes briefly unstable. This improves the discussion and the shared experience.
8. We will be recording the meeting for note-taking purposes only.

Does anyone have any questions?

We'll start with the research presentation.

**Guide (examples)**

**INITIAL THOUGHTS ABOUT THE PROJECT**

1. What are your first impressions? Do you have any questions about the presentation?

**STUDY DESIGN**

2. What do you feel works well in this study design.
  - PROBE:
3. What do you think needs to be changed? Why?
  - PROBE:

**RECRUITMENT**

4. What are your thoughts about the recruitment plans?
  - PROBE:
5. What suggestions would you give to the researchers about how they might best recruit for this study?
  - PROBE:

**DISSEMINATION**

6. How might the study team get the word out about this study and its results?

CLOSE-OUT

Please complete the following tasks:

1. Evaluations required before compensation will be disbursed: Provide links to REDCap survey

OR for in-person meetings:

2. Complete evaluation and bio forms
  - Comment form (orange)
  - Bio information sheet (blue)
  - CE Studio evaluation survey
3. Sign for your gift card
4. Validate parking