



## Communication at Folk.us Meetings

- Ensure that everybody can add agenda items at anytime.
- Reports for the meeting:  
Try to email to members as far in advance to the meeting as possible.
- Problems understanding somebody:  
Ask them to repeat what they have said.  
If this is still unsuccessful, then the meeting will have a break and one person will talk to the person until they are fully understood
- Slow meeting down:  
We must create time in meetings for people to have space to make a point and not just race through an agenda. People must not miss a chance to have their say.
- Repeat back important decisions and summarise discussions.
- Maintain the current format of the meetings.
- Anybody can email questions to the Folk.us team whenever they like or pop into the office to see us.

For other examples of good practice in running meetings in a user friendly way, look at the following documents:

Department of Health (2006) - The Learning Difficulties Research Team  
Let me in - I'm a researcher! Getting involved in research.

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationPolicyAndGuidance/DH\\_4132916](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationPolicyAndGuidance/DH_4132916)

<http://www.ukconnect.org/index.aspx>

<http://www.viauk.org/>

<http://www.peoplefirstltd.com/>