

Preparation Checklist for Dialogue Conference (DC)

Tasks	Action	Notes	Responsible	Deadline
<i>Appendices/tools</i>				
Stake-holder ownership and involvement	<ul style="list-style-type: none"> ➤ Evaluate the need for a steering group ➤ Who should take part in planning the DC? ➤ All stake-holder groups should agree on aims and methods ➤ Agree with the steering-group who should be invited to the Dialogue Conference; which groups should be involved and how many representatives should they each have (a maximum total number is around 100). ➤ Recruit a ressource group with representatives from the different groups invited for the CD, to help plan and run the CD ➤ Keep the steering group informed regularly 			
Plan time and venue	<ul style="list-style-type: none"> ➤ Consider using a conference organiser ➤ Book the venue in a spacious room, suitable also for wheelchair users, and big enough for the groups to work together at round tables. (This needs to be done early as suitable places are usually booked up well in advance) ➤ Order lunch and drinks, and possibly fruit for the breaks 			
Train the ressource group	<ul style="list-style-type: none"> ➤ Put aside and use one day to go through the main aims for the DC, your role, working methods and proposals for the interview guide ➤ Agree a time for the ressource group to meet for half a day a couple of weeks before the DC. Here you go through the programme and try out the interview protocol. ➤ Then agree on meeting for half a day within one week after the DC, where you go through the results of the conference and 			
<p>1. <i>Function and tasks for the <u>ressource group</u>.</i></p> <p>2. <i>Information for the <u>ressource group</u>.</i></p> <p>3.</p>				

	reach agreement on what was “the main voices from the conference”			
Plan the content of the DC	<ul style="list-style-type: none"> ➤ Draw up a programme, finalize the interview guide and conference evaluation form ➤ Go through the points on the check list for the actual DC 			
Invite and prepare delegates 1. <i>Invitation to users</i> 2. <i>Invitation to local authorities</i> 3. <i>Programme</i> 4. <i>Registration form</i> 5. <i>Confirmation of place</i>	<ul style="list-style-type: none"> ➤ Invitations need to be sent out in good time. Participants must understand why they are coming. All participants should come prepared with a successful example (story) in the relevant area that is the topic for the DC. ➤ Reimbursement of user representatives needs to be agreed on. ➤ Ressource group could help make sure that the participants are prepared. ➤ Ask for electronic confirmation that they will come and their dietary needs. 			

<p>Dividing participants into groups</p>	<ul style="list-style-type: none">➤ Divide participants into groups beforehand. Groups should be as broad as possible and all groups should preferably have at least one user representative.➤ Groups should have 8 members (6 to 10), equal numbers as they will do the interviews in pairs.➤ Write an alphabetical list of the groups everyone belongs to, use this during the registration for the DC and display it on the conference room door, so that participants go to the table where they are supposed to sit.. Each table should have a number easily displayed on the table together with a list of all groups with group members.			
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