




## Organising a Consultation Event

If, as part of your consultation, you want to hold an event, there are a number of things you need to consider. The details will vary depending upon the type of event – e.g. focus groups/workshops, planning events, public meetings, road shows/exhibitions.

However, there are a number of general points to consider. Below is a checklist of things to consider when organising consultation events:

- Ensure the consultation method is appropriate for your target audiences.
- Take advice from members of the target audience, to ensure the consultation method is appropriate.
- Ensure the consultation exercise is well publicised in a variety of media to attract your target audiences, see promoting consultation exercises.
- Explain clearly from the outset what you are consulting on and what the options are.
- Ensure it is available in the right format e.g., other languages, audiotapes etc...
- Ensure venues are fully accessible for the target audience
- Is the venue appropriate e.g., community buildings such as schools, or day centres rather than council offices?
- Is the layout appropriate e.g., chairs 'in the round' rather than with an audience and top table?
- Do you need to provide translators or interpreters or sign language interpreters?
- Is the timing appropriate for your audience?
- Do you need to provide crèche facilities?
- Have you considered holidays including school and religious holidays and festivals?
- Have you provided transport for those who need it or offered to pay transport costs?
- Have you provided refreshments?
- Have you provided any other incentives for attendance?

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- At the end of the meeting, thank the participants and tell them how and when you will be feeding back the results
  - Ensure the results of the consultation exercise are widely communicated in a variety of media see communicating consultation findings
  - Is it clear who the key stakeholders are in this exercise?
  - Have you ensured that all groups, internal and external, that are likely to be affected by a current or proposed policy are involved? (Background research may include, for example, analysing the population profile of the Borough).

