Activity description

‘Roundtable’ meetings bring together a group of stakeholders with an interest in a particular topic or issue to discuss clearly defined objectives such as producing a report for publication.

Target audiences

Healthcare professionals with an interest in PAH, including:
- consultants (specialists in Respiratory Medicine, Pulmonology, Vascular Disease, Cardiology, Paediatric Medicine)
- primary care clinicians (family doctors)
- specialist nurses

Key considerations

- Select participants carefully – achieving the right mix is vital (see ‘Stakeholder mapping’ for help)
- Choose an experienced and well-respected Chairperson or facilitator to run the meeting
- Possibilities for meeting topics include:
  - improving diagnosis of PAH
  - guidelines for the management of PAH (if these are not already available – further information on developing guidelines can be found here https://www.phaeurope.org/wp-content/uploads/PH-policy-brief-FINAL-06-06-12.pdf)
  - how to achieve optimal management of PAH patients
**Key steps**

- Identify target attendees and assess their interest and availability - agree a convenient time, date and location.
- Appoint a Chairperson/facilitator and discuss the outline content with them.
- Develop an agenda in conjunction with the Chairperson and produce briefing notes for all participants.
- Arrange appropriate refreshments.
- Appoint a medical writer to attend the event if you are planning to produce a report for publication.
- Arrange for somebody to take notes/video the meeting.
- Collate presentation materials and organize appropriate audiovisual equipment.
- Following the meeting, thank all participants for attending and circulate notes.
- If a report/consensus statement/guidelines are being produced, circulate drafts to all parties and incorporate comments until final approval has been reached.

**Top tips**

- Be very clear about the purpose of the meeting and ask the Chairperson to follow this.
- 6–10 attendees is usually the maximum for a good discussion.
- A half-day meeting should be sufficient to cover most needs.
- Take travel times into account for attendees when deciding on meeting timings.
- Be clear about whether attendees will be expected to cover their own travel expenses.
- Following the meeting, thank all participants for attending and circulate notes.