Roundtable meetings Time to Talkwith key medical professionals

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 http://www.phaeurope.org/wp-content/uploads/PH-policy-brief-FINAL-06-06-12.pdf)
 - how to achieve optimal management of PAH patients



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** 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

Arrange appropriate refreshments

Following the meeting, **thank all participants** for attending and circulate notes

Time to Talk -

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

A half-day meeting should be sufficient to cover most needs

Be clear about whether attendees will be expected to cover their own travel expenses



6–10 attendees is usually the maximum for a good discussion

Take **travel times into account** for attendees when deciding on meeting timings

