Template Roundtable Agenda

*Agendas should be clear, concise and a maximum of two pages long. The agenda below is an example of an internal agenda for meeting organizers. An internal agenda provides additional information on the aim and scope of each session for meeting organizers and speakers.*

*An external agenda should be shared with attendees; to create this, remove the bulleted discussion points so that only the session start times, titles and presenter names remain.*

*[Insert member organisation logo]*

[**INSERT TITLE** – SHOULD BE SHORT AND INFORMATIVE, e.g. Improving PAH patient-centered care]

**[Insert subtitle below in this style here** – Should provide an explanation of the type of meeting and who is organised by, e.g. A roundtable meeting on behalf of PHA Europe**]**

**[Insert date, time – including time zone e.g. BST/CET]** A half day meeting should be sufficient to cover most needs. It is also a good idea to leave time for travel before and after the meeting, therefore the middle of the day, 11:00 – 15:30, usually works well]

**[Insert name and address of venue, Country]**

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| **Time** | **Agenda Item** | **Responsibility  [session facilitated/led by]** |
| 11:00 | Welcome and Introductions – allow up to 15 minutes for introductions and housekeeping, e.g. switching off mobile phones, breaks, fire-escapes | [Insert name of Chairperson, associated organization] |
| 11:15 | **[Insert session 1 title]** – Name your sessions appropriately to explain what type of session it is (e.g. Facilitated discussion/presentation/Q&A), address the topic and encourage discussion, e.g. Presentation - Current guidelines for PAH: how can we improve patient-centered care?   * [Insert discussion point as a guide to what the speaker will cover. Try to keep to two or three points] * [Insert discussion point] | [Insert name of speaker, associated organization] |
| 11:50 | **[Insert session 2 title]**   * [Insert discussion point] * [Insert discussion point] | [Insert name of speaker, associated organization] |
| 12:25 | **[Insert session 3 title]**   * [Insert discussion point] * [Insert discussion point] | [Insert name of Chairperson to facilitate] |
| *12:55 LUNCH*  [If possible arrange for lunch to be in a separate room to allow attendees to change environment and network. 45 minutes should be sufficient for lunch] | | |
| 13:40 | **[Workshop session title]** – Consider a workshop to raise participants’ energy levels and to understand different opinions, e.g. Understanding what changes in PAH management and service provision mean for patient outcomes   * Split into 2/3 groups * [Ask groups to develop an action plan or recommendations for the development of a new PAH guideline, for example] | [Insert name of speaker, associated organization] |
| *14:40 COFFEE BREAK* | | |
| 14:50 | Group feedback and discussion   * Bring the groups back together to present their ideas to the rest of the members | [Insert name of Chairperson to facilitate] |
| 15:20 | Meeting summary and close   * Summary of today’s discussion and next steps | [Insert name of Chairperson, associated organization] |