

# Preparing for Meetings



**How can you prepare for a meeting?  
What do you need to know?**



## Before the meeting

Who will be at the meeting?

Can you take someone with you to help you?

## Get ready

Do you know what the meeting is about?

You can write down or record your thoughts and questions before you go.



## What to bring

You can take a notepad and pen or a laptop or phone with you to make notes. You can ask if you can record it too.





## Who can help you?

You can ask for help from a friend or family member, a SENDIASS person or someone who works with you like a TA.



## In the meeting

Tell someone if you don't understand something.

Say how you feel or what you would like to happen.



## After the meeting

Use your notes to check all of your questions have been answered.



## How Can SENDIASS Help You?

SENDIASS can help you to understand paperwork or contact people for you. We can also help you to share your views.

You can contact SENDIASS in many different ways:



[www.sendiassrutland.org.uk](http://www.sendiassrutland.org.uk)



[info@sendiassrutland.org.uk](mailto:info@sendiassrutland.org.uk)



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