

# Top Tips for Public Meetings

## Planning

- Start planning early
- Follow a checklist
- Practice
- Coordinate with key stakeholders, public affairs, public involvement specialist and CPCX
- ❖ Do Stakeholder interviews to test the waters and prepare for topics

## Communication

- Identify key concerns and responses to tough questions
- Share graphics, handouts, & maps before and after the meeting
- Have email Listserv for those interested in the project
- Schedule follow up meetings with vocal or missing stakeholders
- Host media visits around meetings
- Maintain constant communication with politicians
- Be transparent throughout the study
- Make the most of social media

❖ *Provided by webinar attendees*

## Logistics

- Avoid scheduling meetings near holidays
- Plan open end times
- Avoiding locations near bars
- ❖ Have meetings on-site to reach folks
- ❖ Consider level of govt. trust when selecting location (church vs. govt office)

## People

- Get the right people in the room:
- Neutral facilitator
- Field staff or “known entity”
- PDT and technical experts for questions
- Security presence
- Conduct a crash course on conflict resolution for team members
- Use answers such as: “we know of the concern and are working out the answer” or “we don’t know yet”
- ❖ Designate a person to listen only
- ❖ Use Non-Federal sponsors as a resource
- ❖ Ask others who else should be involved

