



# HOW TO BE A GREAT HOST: A SHORT GUIDE FOR WELCOMING PEOPLE WITH LIVED EXPERIENCE INTO AN ORGANISATION

Provide clarity about the meeting to set up both advocates and the organisation for a mutually respectful and meaningful engagement

A list of key information can be provided both [verbally](#) and [in-writing](#) to participants:

## KEY INFORMATION

**DETAILS:** When and where is it? How long will it take? Who else will be there? Who is the key staff contact?

**PURPOSE OF THE ENGAGEMENT:** What is it? What are we asking participants to do? Is there any pre-reading? What will the feedback realistically have a chance of influencing?

**LEVEL OF THE ENGAGEMENT:** Is this a one-off or an ongoing partnership? What level are we engaging on? (see IAP2). Do you want participants to speak from personal experience (self-advocacy) or to speak on behalf of a group or community (systemic advocacy)? Do we want participants to speak generally or specifically about their experience?

**POST-ENGAGEMENT:** Can participants expect follow-up on how their feedback influenced discussion? If yes, when? Will it be verbal or written?

**PAYMENT:** What is the payment? How is payment made? When is payment made?

## CHECKLIST TO DO

- BEFORE:**
- ☐ Ensure availability of participants
  - ☐ Share Key Information both verbally and via email/hard copy
- DURING:**
- ☐ Key staff contact to welcome and orient lived experience advocate(s) to site
  - ☐ Lived experience advocate to introduce or be introduced by key staff contact
- AFTER:**
- ☐ Follow-up with participants as outlined in Key Information

## CONSIDER...

...having more than one lived experience advocate for each engagement

...not relying on the same lived experience advocates for every engagement

...using a professional consumer/lived experience representative service. These reps pursued training to represent personal and collective experiences, have a desire to create positive change and are solution focused

... promoting the use of plain language, avoiding jargon and acronyms