

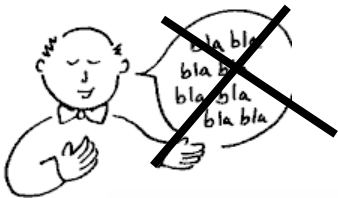
## SURF's tips for meaningful meetings



To include us in your meetings, we ask that you:



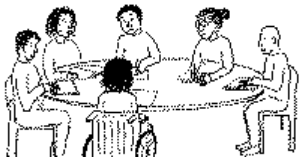
- Introduce yourselves at the start of the meeting



- Don't use jargon or long words



- Use plain, simple English and speak clearly



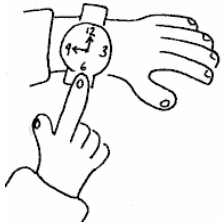
- Make sure everyone can see each other



- Don't talk too fast, talk slowly



- Have microphones in big rooms

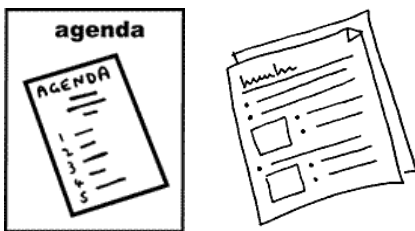


- Give us time to think and talk

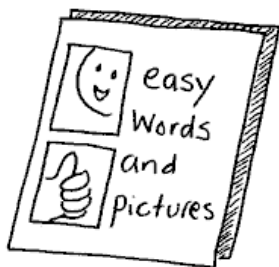


- Give us a break if we need it

- Send the agenda and the papers we are going to talk about in advance, so we can prepare



- Send minutes we can understand, in easy words and in big writing, with pictures



If you have any questions about this you can phone the SURF office on 01392 876 334 or email [surf@mencap.org.uk](mailto:surf@mencap.org.uk).

