

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 support you?



Be prepared

Do you know what the meeting is about?

You can record your views before hand.



What to bring

You can take a notepad and pen with you. You can also take a list of questions you might have.



Who can support you?

You can ask for support from a friend or relative, a SENDIASS person or a teacher and other professionals.



During the meeting

Tell someone if you don't understand something. Express your views.



After the meeting

Check all of your questions have been answered and you can ask for a follow up meeting if you need one.



How Can SENDIASS Help You?

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

You can contact SENDIASS in many different ways:



www.sendiassleicester.org.uk



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SENDIASS Leicester



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