

EBE Panel Roadmap

1 Agenda one week before panel

We send all materials in advance so you can look over them if you would like to prepare what you would like to say. This prep is optional.

2 Check-in email

We send a check-in/reminder email the day of the panel meeting to see how you are doing.

3 Wellbeing check-in

At the start and end of the meeting the facilitator will invite you to share how you are feeling from a scale of 0-10.

4 Meetings are recorded

Meetings are recorded for minute writing purposes and all names are anonymised within them. Recordings are not shared outside of the project team.

5 Wellbeing support

A dedicated member of staff is present for wellbeing support through out the meeting who you can message if you would like to have a chat. They may signpost you to our helpline for further support.

6 Discussion tools

You can keep your camera and mic off if you would like to and contribute via the chat or an interactive, anonymous whiteboard called Menti meter.

7 Check-out email

We send an email the day after the panel meeting checking in to see how you are, sending you feedback forms and outlining the payment process.

8 Group reflection

This group is run by an external facilitator on Zoom the day after a panel meeting. This provides you a chance to reflect on your experience of being on the panel and chat to other panel members about non-panel related topics.

