

Early planning



Preparation

Pre-meeting information

- Agenda
- Delphi results
- Patient information sheets

Introductory presentations

- Core outcome sets
- Background to project

Discussions

- Facilitation
- Which outcomes
- Room layout

Voting

- Consensus criteria
- Hardware

Patient participants

- Pre-meeting briefing
- Logistics
- COMET PoPPIE resources

Ethics & permissions

- Photos
- Social media
- Audio/visual recording

On the day

Audiovisual

- Microphones
- Projector/screen
- Flip charts

Hospitality

- Directions
- Registration
- Catering
- Transport

Documentation

- Minutes
- AV recording
- Voting results

Contingencies

- IT failure
- Voting failure
- Saving results

CORMAC Consensus meeting

- Patients and HCPs
- Independent chairperson

- Ratified Delphi consensus in/out
- Discussed no consensus outcomes
- Electronic voting mirrored Delphi

What I have learned...

- Preparation is key
 - Good consensus meeting starts with the outcome definitions & domains
- Chairperson makes or breaks
 - Independent
 - Understands COS methodology
 - Confident & calm
- Patients and HCPs can be brought together successfully
- You need logistics support on the day