

# Tips for the Team

Ways to have a successful meeting with young advocates

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**Successful change can't happen without input from youth who have survived the systems you are working to reform. Here are tips on being more welcoming to youth voices in meetings:**

## Structure of Meeting:

- Length - Shorter meetings (ex: 2 hours)
- Breaks - good for regrouping - halfway through the 2 hour meetings
- Snacks during the meetings
- Group tables, not one huge table - better to get to know each other
- Nametags
- Introduction
  - Your name, what organization you work for, and job title
  - Introduce youth advocates separately, after others

## Agenda:

- Itinerary- layout of what the meeting will look like
- Utilize a PowerPoint
- Printed sheets of the PowerPoint with space for notes
- Utilize a factsheet to help make complex laws, procedures, and systems more easily understood

## Fun:

- Fidget basket
- Candy

## Socializing

- Ice breakers at the beginning of the meeting
- Group activity at the end to end on a positive note (ex: question of the day)

# Tips for the Team

Ways to have a successful meeting as a youth advocate

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**Are you an advocate (young adult) who wants to attend a meeting? Here are some things to make the meeting you're attending successful:**

## Introductions

- Say your name, if you are part of a group or organization, and what you're advocating for
- If you want to mingle before the meeting that is great, if not that is ok too, you can introduce yourself at the beginning of the meeting along with everyone else's introductions.

## Healthy Hygiene

- Shower
- Wear deodorant
- Brush your teeth
- Shave (if you feel it's needed)
- Clean clothes

## Speaking

- Speak loud enough for everyone to hear
- Speak clearly- enunciate your words
- Don't rush through what you are saying
- Elaborate when speaking on a topic that maybe others don't know much about
- Don't get off topic
- Sharing your story... (see the attached Strategic Sharing worksheet)

## Listening

- When someone else is speaking, do not have side conversations
- Don't be on your phone during the meeting
- Ask questions if you don't understand something