

Patient Meetings How-To Guide

Would you like to start a regular patient support meeting in your area? Do you want to educate yourself and others about progress being made in cancer research? We're here to help you get started and make this as easy as possible.

- The first step is to decide what type of meeting suits your needs. Will this be a support meeting for patients, survivors, family members, and friends? Or would you prefer to have medical speakers?
- Next, you need to decide where you want to hold your meeting. If it's a support meeting, and it's a small enough group, you could meet at someone's home, a coffee shop, or another informal location. If the group is larger, try your local hospital, a Wellness Center, or a library. If a doctor is speaking, they may be able to secure a conference room in their hospital.
- If you're having trouble securing a speaker (doctor, nurse, nutritionist, etc) or a location, we will be happy to help you.
- After a location and speaker are decided, you will need to coordinate with both to choose your date and time. Meetings are typically scheduled for two hours (the first hour for speaker presentation, and the second for patient stories and discussion), but this can vary depending on location, speaker, and other needs.
- Once the date and time have been selected, let us know, and whether a specific topic is going to be discussed and who, if any, your speaker will be. Your meeting will be listed on the patient calendar on the Kidney Cancer Association's website.
- Next, you will need to set your agenda for the meeting. You should determine with the speaker if he/she will answer questions during, before, or after his/her presentation. Also, decide if there will be an opportunity for patients to speak about their experiences and, if so, where in the timeline this will fall.
- Think about whether or not refreshments should be served. Will you bring them or will someone donate them?
- Make sure you are familiar with the location's layout. What will the seating arrangement be, is there space for a sign-up table, refreshments, and where will the speaker be located?
- If videos are to be shown, make sure that the proper audio-visual equipment is available at the location or that someone can bring it.
- We will send you any informational materials or awareness items in advance, so that they will be available for those attending the meeting.
- When you arrive for the meeting, be there an hour before the meeting starts to check on any equipment to be used, and to set up registration and refreshments.

- Greet the patients, family members, and friends, and have everyone sign in, take a name badge, and any other materials they would like.
- Make sure before the meeting has ended that you get some input from the attendees.

While it might seem a little overwhelming, please don't be discouraged. Remember that WE ARE HERE TO HELP YOU. The main goal of these meetings is to make sure that your needs and the needs of other patients are met. This should be an opportunity for you to get together to talk about your disease and learn what you can do to treat it. If there is anything we can do to help, please don't hesitate to contact us.

Please email office@kidneycancer.org if you are interested in trying to start a support group meeting in your area.