

TIP #1 : CONSIDER LANGUAGE

Consider the language in which project-related information is available, and, if necessary, include translations in both English and French so that all youth members understand the project and can engage with the relevant material in their preferred language.

TIP #2 : WATCH YOUR VOCABULARY

Think carefully about the vocabulary used when sharing information related to their research. The panel advises that teams use plain language that acronyms are explained, and that a glossary is provided for easy reference when acronyms are used.

TIP #3 : CLARIFY OBJECTIVES

Provide clear information about the objectives of the research, an explanation of how it will be carried out, and details regarding the responsibilities of the youth members involved.

TIP #4 : BE FLEXIBLE

Be flexible with meeting times and dates in order to accommodate youth members' schedules and other commitments outside of the Network. Further important considerations include providing information regarding 1) meeting accessibility (e.g., by phone, online or in person), 2) connection (e.g., GoToMeeting.com, Skype etc.), and 3) meeting language and translation possibilities where needed (English/French) to ensure all can participate.

TIP #5 : RESPECT OUR TIME

Consider and recognize when it is and isn't useful or necessary to have youth attend meetings. For example, if the meeting's agenda deals with budgeting or funding issues, it may be less useful or necessary to have youth members participate in these discussions.

TIP #6 : PROVIDE MEETING MATERIALS

Provide youth members with the meeting minutes, agendas, and any other resource materials a few days in advance. This will help them better prepare for meetings and allow them to use accommodations if necessary.

TIP #7 : OFFER ACCOMMODATIONS

Ask youth members if they need any accommodations (e.g., translations, prepared materials in advance) in order for them to participate in the project. If the team has any questions about accommodations, contact the Citizen Engagement Coordinator, Corinne Lalonde, at CHILD-BRIGHT's central office - corinne.lalonde@child-bright.ca

TIP #8 : PROVIDE FEEDBACK ON OUR IMPACT

Provide youth members with feedback on the impact of their input on the project.