TIPS FOR HOSTING A 308 CONVERSATIONS

COMMUNITY MEETING

The Mental Health Commission of Canada wants to thank you for taking part in this national community conversation on suicide prevention. This document provides suggested steps for hosting your community conversation.

# What is 308 Conversations

This community meeting is part of the **308 Conversations** initiative launched by the Mental Health Commission of Canada, and is designed to gather valuable insight and ideas surrounding suicide prevention across Canada. Community meetings or “conversations” will be hosted by organizations across Canada. These conversations will bring interested community members and stakeholders under one roof to share what’s working and where the gaps are when it comes to suicide prevention in their communities.

# Who Is Part of 308 Conversations

The goal is to share the best ideas and work together to create lasting solutions that will serve our communities. The results will be gathered to produce a working community model with tools and solutions that can be shared as a resource for communities across Canada. **308 Conversations** will provide Canadians with information on the actions and initiatives taking place in their own community.

Local experts, service providers, healthcare providers, local police, teachers, social workers, service clubs, survivors, faith-based community leaders/groups, military, veterans and community leadership (municipal and provincial representatives), interested citizens and local media can all be invited and encouraged to discuss suicide prevention.

# What Materials Are Available to Host a Meeting

All organizers will receive a kit that provides templates and background information on how to host a **308 Conversations** community meeting. Organizers may wish to set aside a table at their **308 Conversations** meeting for community resources pamphlets provided by guest speakers or participants.

Materials can also be found on [www.mentalhealthcommission.ca/308conversations](http://www.mentalhealthcommission.ca/308conversations).

# Suggested Rollout

Outlined below are key items to consider when planning and implementing your **308 Conversations** community meeting. Please refer to additional template materials provided in this kit to help facilitate and create awareness of your discussion.

|  |  |  |
| --- | --- | --- |
| 308 Conversations Checklist | | |
| Date |  | **Activity** |
| 3 Weeks Prior | | |
|  |  | Choose a date |
|  |  | Book a location |
|  |  | Choose a meeting format (Panel, town hall or roundtable etc) |
|  |  | Confirm AV materials needed |
|  |  | Invite stakeholders, high profile community advocates, panelists |
|  |  | Secure Mental Health First Aider |
|  |  | Customize materials in 308 Conversations event kit – also available online at [www.mentalhealthcommissionofcanada.ca/308conversations](http://www.mentalhealthcommissionofcanada.ca/308conversations) |
|  |  | Notify MHCC of location and date so it can be posted on their site |
|  |  | Create content for social media (refer to social media primer for tips) |
|  |  | Post meeting posters in high traffic areas |
| 2 Weeks Prior | | |
|  |  | Distribute materials to community papers and media |
|  |  | Place public notice in community paper and calendar of events |
|  |  | Issue news release |
| 1 Week Prior | | |
|  |  | Promote event through social media - #308conversations |
|  |  | Pitch media for interviews |
|  |  | Draft and deliver agenda for the meeting |
|  |  | Print feedback forms for all participants |
| A Final Checklist of Meeting Materials | | |
|  |  | Coffee, Tea, Water |
|  |  | Location Signs and tape |
|  |  | Boxes of Kleenex |
|  |  | Table for local informational material |
|  |  | Identify meeting note taker |
|  |  | Sign up sheet for participants |
|  |  | Power Point slides |
|  |  | Review discussion guide |
|  |  | Photo/media release waivers for participants |
|  |  | Printed feedback form with pens and pencils |
|  |  | AV |
| 1 Week Post | | |
|  |  | Draft thank you letters to invited guests (See template) |
|  |  | Submit feedback to MHCC |

[*www.mentalhealthcommission.ca/308conversations*](http://www.mentalhealthcommission.ca/308conversations)

# Suggested Tick Tock

**Date:** (Week Day), (Month Day), 2014, (Location) (City)

**308conversation: Public Conversation**– Organizer, (Name) invites all community members to engage in a community conversation initiated by the Mental Health Commission of Canada at (location) to help in the development of a community model on suicide prevention.

**Upon Arrival:**

Insert details if applicable (ie. directions, parking, registration)

**Event Scenario:**

Meetings would be held in a community centre, library, school gym or an accessible location of the organizer’s choice. The room set up is to reflect the meeting format (panel, town hall). Coffee, tea, water and cookies could be offered to attendees.

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| Organizing staff and volunteers | | |
| (Name) | (Number) | (email) |
| Mental Health Commission of Canada: | | |
| (Name) | (Number) | (email) |
| Stakeholders *(if applicable)* | | |
| (Name) | (Number) | (email) |

# Suggested Agenda

|  |  |  |
| --- | --- | --- |
| **Set-Up** | | |
| (time – 90 min. prior) | | Staff arrive on site  AV set-up in (location)  Tables and chairs set up  Registration table and info table set-up , feedback form on every chair  Coffee and tea, refreshments, set up |
| **Event** | | |
| (time- 30 min. prior) | | VIP and Stakeholders arrive at (location) |
| (time- 15 min. prior) | | Doors open and registration begin |
| (time  - 90 min) | 5 min  10 min  15 min  15 min  15 min  15 min  25 min  5 min | Facilitator  Welcomes guests  Introduces MHCC/VIP/Stakeholders *(if applicable)*  Explains meeting format  States media policies\*  Importance of 308 Conversations process  Introduces topics of discussion  Draft discussion topic1  Draft discussion topic 2  Draft discussion topic 3  Draft discussion topic 4  Final gathering of suggestions (what works well, where are the gaps)  Organizer delivers closing remarks |
| (time – 15 min.) | | Coffee and tea service continue |
| **Event Conclusion** | | |
| (time) | | Room teardown |

**\* Note to Media:**

Media are welcome to attend the meeting, however, for privacy reasons; no recording devices will be permitted inside the meeting. On the record interviews should take place prior to, or following the meeting.