

Preparation Meeting / Conference Tip Sheet List

- Scripted process is followed as much as possible and recommended but sometimes victims may want to write their reply to the questions. Facilitators will determine what and if deviation from the scripted process is allowed.
- Remind persons responsible that body language, facial expressions, verbal gestures and eye contact is very important in a conferencing process. Eye contact is encouraged between participants, but not necessarily with facilitator.
- Remember that the facilitators will determine if participant responses are inappropriate. What may seem inappropriate to a particular participant may be considered appropriate to another participant. That is why the facilitator takes that responsibility. The group usually takes care of that as part of the process. Someone could use expressive or emotional language.
- Encourage participants to write down important information they want to include as part of their response to the questions. Avoid lengthy responses that might be covered in the other questions or may prolong the conference process unnecessarily.
- The conference may go longer than what is anticipated. Past conferences have gone anywhere from 1 ½ to 3 ½ hours. Be flexible; especially if you are scheduling other appointments or activities after a conference.
- There is no childcare provided. Infants and small children who need constant supervision would not be suitable for the conference process.
- Are there special accommodations or needs we need to be aware of or need to take into consideration? (medical conditions, handicap needs, literacy / language barriers, etc.)
- Visitors or observers may join the conferences. Legal counsel who want to observe must be aware and in agreement from both parties. Individuals in training or developing programs of their own sometimes join conferences. Do not insist if there is strong opposition by any participant.
- Un-prepped parties cannot participate in the conference. In some cases they can observe.
- Always share who the other participants are who will be joining participating in the conferencing or observing.
- When possible, refreshments and snacks should be provided by the party(s) responsible for causing the harm. Store bought items are recommended over homemade.
- Always ask who *they* want to come or would like to invite to the conference
- Be sure to ask for at least two dates that can work to give more ability to identify dates and times that might work for all participants.
- Phone prep can be done with community or neutral parties. Also, community or neutral parties can be prepped together whenever possible or appropriate.
- Have participants complete PRE-SURVEY form at prep meeting.