

Meeting Structure and Design

Brave uses a trauma-informed meeting structure based on a model by Michigan State University [found here](#).

All Brave advocates and partners are encouraged to implement trauma-informed structures into their meetings.

Prepare the physical space or digital space

For Physical Spaces

- Make sure the physical space or room can comfortably fit everyone
- Consider arranging the seating to allow for open dialogue and conversation
- Provide appropriate accommodations for any participants with disabilities.
- Check to ensure exits are clear and that people know where they are

For Digital Spaces

- Send a calendar invite in advance with a clear meeting link and disclaimers on privacy/accessibility.
- Ensure accessibility requirements are provided such as closed captioning or an ASL interpreter if needed.
- Provide a contact email/phone number in case a participant has technical difficulties joining the digital meeting space.

Prepare Attendees in Advance

Notification Email to Attendees

- Goals/objectives of meeting & key questions/topics to be covered
- How information will be collected during the meeting (i.e., note-taking, audio/visual recording), for what purposes
- Who is invited to the meeting (including any outside parties)

Logistics

- Communicate how the information collected and discussed will be used outside of the meeting and if anything needs to be put in place to protect people's privacy

Prepare live emotional/mental support during the meeting

Recommendations

- Create a separate Safe Space – a private and accessible room near the meeting space for survivors to decompress and relax.
- If possible, contact a wellness expert to provide further support.
- Include breaks between sessions.

Other Options

- Allow support persons and/or advocates to accompany survivors as silent observers during the meeting.
- Provide art supplies, drawing pads, small toys, or other items for survivors to use as tactile distractions.

Prepare Follow-up Communications

Concluding the Meeting

- Thank attendees for their input and willingness to share.
- Offer options for people to suggest additional ideas that occur to them later.
- Remind attendees what will be done with the information collected.

Sending the Follow-Up Email

- Thank attendees for their participation.
- Share links or information on how to take action on items discussed in the meeting.
- Share links to submit ideas or feedback.
- Provide reminders of self-care, healing, and safety
- Give updates on upcoming events or calls to action. In a movement, people want to feel included in the march forward.