

Advice on Co-ordinating a review

MEETING/BASE ROOM

Pre-book:

- **Well in advance** of the review – ideally when review dates are confirmed
- **A room sufficiently large** to accommodate bigger meetings comfortably
- For **entire duration** of the review
- For **full days** including early morning meetings and/or conclude late evening
- For **pre review set-up** the afternoon/evening preceding the review

Room set-up:

- **Set-up meeting/base room** the evening preceding the review
- **Boardroom style** with reviewers, Internal Facilitator & Note-taker (latter if sufficiently space to accommodate with laptop) at top table
- **Table place name cards** for reviewers and Internal Facilitator
- **A4 writing pads and pens** for reviewers and Internal Facilitator
- **Ensure sufficient number of chairs available** for all meetings
- **White board or flip chart** provided with pens for review team
- **Separate table** set-up for teas/coffees, lunches and other refreshments
- **Notice on door** 'Meeting in Progress – do not enter until called'
- **Room can be locked** at the end of each day
- **Samples of publications** or any additional information can be displayed on separate table(s)

Note: a separate, smaller base room can also be provided to the review team for refreshments, lunches, private reflection time and discussions but this is entirely optional and in no way mandatory

CATERING REQUIREMENTS

- **Book teas/coffees and sandwich lunches** with College Catering or other preferred supplier
- Include **herbal teas, apple/orange juice** during tea/coffee breaks/lunch
- **Mineral water** in meeting/base room at all times
- **Fruit bowl** in meeting/base room throughout the review
- **Include** Internal Facilitator and Note-taker for catering
- **No evening dinners** are required to be booked

Note: Quality Office will advise the special dietary requirements (if any) of the review team and Internal Facilitator

SITE VISIT

- A staff member(s) is required to be on site throughout the review to:
 - (1) **Co-ordinate attendees** arrival/departure at meetings
 - (2) **Check with Internal Facilitator** during tea/coffee and lunch breaks if any additional data or documentation required by reviewers, or answer any queries
 - (3) Discreetly **alert Internal Facilitator** if meeting over-running
 - (4) **Pre each meeting start** - check with **Internal Facilitator** if review team ready for next meeting
 - (5) Provide **attendees** with **place or name badges** on arrival
 - (6) Co-ordinate **catering deliveries/set-up**

WEEK PRECEDING REVIEW – RECONFIRMING WITH ATTENDEES

- Reminder emails to attendees re-confirming date, time and location of meeting
- Topic for discussion
- Advise of other attendees present at the meeting
- Where required, provide location map of meeting/base room

NOTE-TAKER:

- An **External note-taker** is provided for the duration of the review to record meetings notes for the review team (only). Quality Office co-ordinates.
- Note-taker **does not attend College Officers** Introductory nor Wrap-up meetings
- Note-taker **does not attend any evening dinners**
- Summary notes **emailed to review team (only)** at end of each day and **hard copies provided** to them next day

QUALITY OFFICES DOES:

- Books all **travel and accommodation** requirements of the review team
- Organise all **evening dinners**
- **Will advise Unit** of any **special dietary requirements** of review team or Internal Facilitator
- Organises **Guest Wifi** for review team
- Has a **briefing meeting** with the **Internal Facilitator** pre-review
- Has a **briefing meeting** with the unit's **administrative staff member(s)** regarding the site visit and answer any queries
- Co-ordinates the **Note-Taker**
- **Checks-in** with the Unit and review team at the **end of each day**