

Appendix A – Promotional Event.

PPG had decided at our July 2016 meeting to hold an event to support our patients to:

- Promote self help
- Widen the knowledge about PPG and encourage other patients to join the Group.
- Publicity re our AGM to be held in November 2016

| Subject | Topic | Action | Comments |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|
| Working Title | <ul style="list-style-type: none"> • “Helping us to Help You” | | |
| Date and time | <ul style="list-style-type: none"> • Tuesday 11 October 2016 11am – 1 pm. | | |
| Location | <ul style="list-style-type: none"> • Area in the hallway outside Room 2 (“Blue Chairs” to be relocated temporarily. | John to arrange | |
| Promotional “Stalls” | <ul style="list-style-type: none"> • Self Care Hub • PPG • Medicines Management • Amazons | John to arrange visuals John to arrange John to arrange Beryl to arrange | |
| Meeting patients | <ul style="list-style-type: none"> • Private room to be available for any private discussions. | John | |

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|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|
| | <ul style="list-style-type: none"> • PPG members to be available to speak with patients. | All members | |
| Promotion of event | <ul style="list-style-type: none"> • Trailer in advance • SMS text message • Leaflet • TV screens • Brief staff | John. | |
| Communication with Partners | Advise Partners and Nursing Team | John | |