PPI Guidance 5: Researcher PPI talks guidance

This guidance has been developed by PPI leads from the Oxford PPI Staff Group and PPI contributors from one or more of these PPI groups.[1] It is piloted with researchers[2].

Any changes to the original document are those of the users and not necessarily those of the Oxford PPI leads group. Original versions of Researcher PPI guidance and templates are available on the Oxford BRC website or from one of the PPI staff leads.

Researcher PPI presentation guidance – key points for researchers to consider when prepping PPI talks

Things to include in intro:
Thank you to public contributors.
Lay summary of research/topic. Keep it short and to point and use plain language.
Be sure to include – the ultimate patient benefits that the research is hoping to achieve (this is what most of public are mainly interested in and gives the research a clear purpose) **What is the HEADLINE AIM of the research?**
List up to 3 questions to put to the PPI group - the 3 questions about your research which you want input from PPI group to help you answer.
What specifically can the public influence/what cannot be influenced?
How long will your talk be – **Have slides clearly labelled 1/6, 2/6 etc** as this keeps people orientated
How will people be able to comment/input (i.e ask questions/comment during talk/after talk/in session later today/ email you afterwards)?
Other points
Ask 1-2 public contributors to review slides, or run presentation for them in advance.
Try to find out about your audience prior to the event – usually it will be a mixture of interested patients/carers /public with and without PPI experience/scientific knowledge/varying levels of academic qualifications. Some people will not have English as their first language.

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[1] The group meets quarterly and includes leads from the local NIHR organisations and departments of the Oxford University Medical Sciences Division. One or more PPI contributors from these PPI groups have also reviewed.

[2] This document is being piloted (December 2023-April 2024) with researchers. Any suggestions for improvements should be sent to Rachel.taylor@ouh.nhs.uk.

Use clear, uncluttered slides: **if you are going say of a slide "sorry about this slide, the text is unclear/it's very busy" just remove that slide!**
Use diagrams/images/colours, not too text heavy.
Acronyms – Try to avoid using them if possible. Spell them all out first time. **Preferably use the whole phrase/title every time**.
Can people read slides from back of the room? (including axes on graphs-**see above**!)
Check in regularly with audience – ask if you can clarify anything?
How/when will you let people know that/how their input has made a difference-**tell them what to expect (an email, a feedback event etc)**
Thank people at end.

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