



Your Refugee Week Planning Meeting

A suggested agenda 'menu' - adapt according to what works for you

1. Introduce Refugee Week and the 2022 theme, ['Healing'](#)
2. What happened last year? If you have been involved before, briefly share what you did and learned. If not, are there other events that have inspired you?
3. [Timeline](#) to June
4. Group discussion – possible topics:
 - *What is the main aim of our event/ programme?*
 - *Who are our target audiences, and how can we reach them?*
 - *Who isn't in this room that we would like to be? Which local networks can we link with? This could be to reach new audiences, engage artists/ arts organisations or to involve refugee organisations and groups*
 - *What are barriers to participation and how can we overcome them?*
 - *How do we involve people from refugee backgrounds – as attendees, contributors and leaders?*
 - *How do we coordinate activities between organisations and groups? Are there responsibilities that we can share out (publicity, coordination, volunteer recruitment etc?)*
 - *How will we publicise our programme? Options could include local media, social media, a printed programme/ flyers and sharing through existing networks and contacts*
5. Networking:
 - Sharing plans for Refugee Week 2022
 - 'Wanted/ offered' – what to people need that others might be able to offer?
6. Next Steps:
 - Will there be another meeting? How will you keep in touch?
 - Share links and resources
 - Sign up to the Refugee Week newsletter for updates and resources
 - Any other specific follow-ups