

TABLE OF MATERIALS

Table of Materials – Session 1

<ul style="list-style-type: none">• <u>Room arrangement</u>: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 2, ideally 3)
<ul style="list-style-type: none">• Self-adhesive flip chart paper (at least 110 sheets)
<ul style="list-style-type: none">• Markers and pens
<ul style="list-style-type: none">• Pens and note-taking pads for all participants
<ul style="list-style-type: none">• Audio recorder
<ul style="list-style-type: none">• Name tags
<ul style="list-style-type: none">• Required forms (e.g., photo consents, reimbursement forms)
<ul style="list-style-type: none">• Options (but strongly recommended): Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project

Franck, L. S., McLemore, M. R., Cooper, N., De Castro, B., Gordon, A. Y., Williams, S., et al. A Novel Method for Involving Women of Color at High Risk for Preterm Birth in Research Priority Setting. *J. Vis. Exp.*(131), e56220, doi:10.3791/56220 (2018).

Table of Materials – Session 2

<ul style="list-style-type: none"> • <u>Room arrangement</u>: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 3, ideally 4)
<ul style="list-style-type: none"> • Individual research questions (from Session 1 analysis) printed in large font on self-stick* half-sheets of 8.5 x 11 paper *If not available, also need tape or spray adhesive
<ul style="list-style-type: none"> • Blank half-sheets (in a different color paper) for new questions generated in session 2
<ul style="list-style-type: none"> • Research topics (from Session 1 analysis) printed in bold large font on self-stick* half-sheets of 8.5 x 11 paper *If not available, also need tape or spray adhesive
<ul style="list-style-type: none"> • Blank half-sheets (in a different color paper) for new topics generated in session 2
<ul style="list-style-type: none"> • Post-it flip chart paper (at least 15 sheets)
<ul style="list-style-type: none"> • Markers and pens
<ul style="list-style-type: none"> • Sticker dots in different colors or patterns — each participant will need 20 sticker dots in a different color or pattern (15 dots for round 1 and 5 dots for round 2 of the prioritization exercise)
<ul style="list-style-type: none"> • Paper copies for all participants and facilitators with the research questions organized by topic
<ul style="list-style-type: none"> • Audio recorder
<ul style="list-style-type: none"> • Name tags
<ul style="list-style-type: none"> • Required forms (e.g., photo consents, reimbursement forms)
<ul style="list-style-type: none"> • <u>Options (but strongly recommended)</u>: Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project

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