



* Let the organizer of the meeting know if a proposed day, time or location for the meeting does not work for you.
* If the meeting is at a time when you have day program or work ask that the time be changed if that is what you want; if not, be sure to let your supervisor know you have a meeting.
* Ask that the meeting agenda be given to you at least one week before the meeting.
* For an IDT meeting -- make a list of your questions/concerns/comments. Take this to the meeting with you; and consider sharing it with the team before the meeting.
* For a Service Plan (SP) meeting -- make a list of things you want to keep the same and those you wish to change in the Service Plan.
* Invite a support person to help make your list of comments and questions for the meeting and to attend the meeting with you.
* If you have an advocate, be sure your advocate knows about and can attend the meeting with you.
* For individuals – speak up! You are the reason for the meeting and your voice needs to be heard.
* For parents and other support people – you have important knowledge about the person and are a member of the team if the individual wishes you to be—you also need to speak up!
* At the meeting communicate assertively, rather than passively or aggressively.
* Ask questions and ask for clarification if you do not understand something.
* Listen