

# How to Participate in Research Consultations and Roundtables



*A guide for first-time contributors*

Thank you for your interest in contributing to the Institute's consultations and roundtables. These sessions help shape policy positions, thought leadership, and government and regulatory responses.

## Before the Session

To make the most of the session, we ask all members to:

- Read and consider all materials in advance. The briefing pack includes background and questions.
- Considering your answers – reflect on relevant experience, examples, and evidence you can share.
- Checking organisational views, if attending on behalf of your employer.
- Informing us if you cannot attend so we can manage participation effectively.

## During the Session

Our consultations and roundtables are structured but conversational. You can expect:

- A short introduction – the Institute's lead facilitator will outline the purpose of the session, the consultation timeline, and the key themes for discussion.
- Guided discussion – the session will focus on the questions circulated in the briefing pack. You may be invited to share your views directly, but there is no obligation to speak on every question.
- A respectful and collaborative environment – we aim to create an open space where all participants feel comfortable contributing. Please listen actively and speak concisely.
- Chatham House-style principles – comments may be summarised anonymously to inform the Institute's response. No individual or organisation will be attributed without explicit permission.

## After the Session

- Your views feed directly into the Institute's analysis. The policy team reviews all contributions and uses them to shape draft responses, policy papers or research outputs. If your contribution raises a point requiring further detail, we may contact you for clarification.
- We will share the Institute's final response or output once published, so you can see how member insights influenced the outcome. All responses indexed on the Institute's website are available [here](#).

## Expectations for Participants

To help us maintain high quality contributions, please ensure that you:

- Arrive prepared, having read all materials in advance.
- Stay focused on the questions provided, and respect differing viewpoints to allow balanced participation.
- Keep discussion content confidential unless indicated otherwise.
- Conduct yourself in alignment with the Institute's values: (1) We find solutions through innovating, learning and collaborating; (2) We are invested in our future; and (3) We take pride in what we do.

## Thank You for Contributing

Your participation strengthens the Institute's voice and ensures our profession is represented effectively in key policy debates. The Institute is indebted to the expertise of our members volunteering their time, diligence, and commitment.