

Clot Top 10 Priority Setting Partnership Workshop

Day 1 – Wednesday August 24, 2022

EST	Session	Format
12:15	Pre-meeting: Registration and virtual refreshments – checking in with each person, testing connection, getting settled	In main Zoom room
12:30	Welcome and introduction <i>About the workshop: Toto Gronlund, James Lind Alliance, workshop chair (10 min)</i> <i>About the VTE Priority Setting Partnership: Carol West and Lisa Duffett (15 min)</i> <i>Questions (5 min)</i>	In main Zoom room
13:00	Small group session 1 – listening to the priorities <i>Participants divided into four small discussion groups</i>	In 4 separate Zoom rooms
13:50	Break – 20 minutes <i>Turn off your mic and video</i>	<i>Stay in your Zoom room</i>
14:10	Small group session 2 – first round of prioritisation <i>Participants in the same four small discussion groups</i>	In separate Zoom rooms
15:10	Whole group - summing up and next steps – Toto (5 minutes)	In main Zoom room

Day 2 – Thursday August 25, 2022

EST	Session	Format
12:20	Pre-meeting: Registration and virtual refreshments – quick tech check	In the main Zoom room
12:30	Welcome back and introduction to Day 2 – 10 minutes <i>Review of progress so far – Toto</i>	In the main Zoom room
12:40	Small group session 3 – new groups, review the priorities <i>Participants divided into four new small discussion groups</i>	In separate Zoom rooms
13:40	Break – 30 minutes <i>Turn off your mic and video</i>	Participants in main Zoom room
14:10	Presenting the top 10 priorities – Toto to present combined ranking <i>Invite participants to reflect on these, organise poll if any tied places</i>	In the main Zoom room
14:20	Next steps and thank you – Lisa Duffett (10 minutes)	In the main Zoom room