

# Agenda

INTERNAL

HOW TO USE / INTERPRET THE AGENDA

Alzheimer Society  
BRITISH COLUMBIA

## Meeting to discuss Alzheimer's issues

**Date / Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Your MLA will likely want a copy of the agenda ahead of time. Including these details ensures the information is readily available — and not easily forgotten.

### Attendees

Who's going to be there? List the names of everyone who will be there to let your MLA know who is attending.


### Item

### Subject

1.	Introductions
2.	The Issues: <ul style="list-style-type: none"> <li>To include the three Health Canada-approved medications in PharmaCare's drug plan.</li> <li>Commit to enhancing the community care system so people with dementia get the best possible health care when they need it, in their own communities.</li> </ul>
3.	Conclusion

Introductions: Introduce who you are, and why this issue is important to you.

The Issues: Using the *Speaking Notes*, discuss the key issues, introduce materials as needed, and ask for their support.

Conclusion: Review your key points, commitments or follow-up actions. Don't forget to thank your MLA.